

Foothill Ambassador Job Posting 2024-2025

Division: Counseling

Department: Counseling

Position: Admin Asst I, \$17.60 /hr, max of 19hrs per week

Any student doing remote work must be physically located in California while working.

General Position Description: Generally works directly with other students providing guidance, information, or advice related to a program or service. At higher levels may involve supervision, training, or work assignments of other student peer assistants.

Specific job description details

This position works directly with the Office of Retention services within the Counseling Division. The Office of Retention Services helps connect students to campus support services to help maximize their chance of success in the classroom. If you have a knack for helping other students, The Office of Retention Services is looking for you! Admin Assistance positions are now hiring. This position is primarily in person with limited virtual work while the counseling office is closed for in-person.

As a Admin Asst I, this position will be focused on contacting students referred to the program to help connect them to support services as well as supporting the Counseling Office front desk staff in serving students via phone, live chats, and in-person.

Commit to 10-15 hours per week of Counseling and Ambassador activities.

- Generally, will work in an office setting on primarily on campus with limited virtual work and interact with students seeking support in the area of Counseling, Campus Resources, Academic Support, and will provide high quality customer service by phone, email, live chat, or in person, or other related duties as needed.
- Will partner with program staff to build service leadership development, through projects, presentations, and other professional development activities. As well as run the Retention Services Social Media Accounts.
- Will work with Counseling Faculty and Staff to support special Counseling cohorts.
- Will assist with clerical work, such as maintain spreadsheet applications and/or office databases, including extensive use of the Foothill Connect platform.

Minimum qualifications (

Minimum Qualifications:

- Must be eligible for Student Employment at Foothill College
- Past leadership experience or interest in leadership experience at Foothill College
- Comfortable with working in a fast-paced work environment
- Previous experience with customer service
- Fast typer

If interested, please send a resume to fhretentionservices@fhda.edu. We are ideally looking for a student who is available from 10am-2pm M-Th. Positions open until filled.

Number of Positions:

4 (2 for District Funded positions, 2 for Federal Work Study)

Hiring Supervisor: Chris Chavez

Phone: 650-949-7852

E-mail: fhretentionservices@fhda.edu