

Job Title: **ISP Student Ambassador**

Time Period: Winter 2022 quarter or until further notice

Salary: \$17.60 per hour (coded as Admin Assistant 1)

FTE: Approximately 12-15 hours a week, 3-4 hours per day, *in-person*

DESCRIPTION

The ISP Student Ambassadors are the representatives, envoys, and messengers of Foothill College International Student Programs. They are the liaisons between the Foothill College students, staff, and the community. ISP Student Ambassadors will support their peers by providing activities that directly support student learning, continuity of education, etc.

DESIRED ATTRIBUTES AND ABILITIES

- Adobe Creative Suite: Photoshop, Illustration
- Digital design skills
- Video editing and photography skills
- Verbal and written communication skills
- Strong networking skills
- Public speaking in person and on social media
- Creativity
- Be flexible and collaborative
- Openness and ability to take criticism
- Willingness to serve a diverse student population
- Self-motivated
- Interpersonal skills

WORK AREAS

Foothill College International Student Programs Office

RESPONSIBILITIES:

- Commit to 12-15 hours in-person per week of ISP activities.
- Work in an office setting and interact with students seeking assistance and provide high quality customer service by phone, email, or other related duties as needed.
- Partner up with staff to build service leadership development, through projects, presentations, and other professional development activities to support, engage, and retain students.

APPLICATION CRITERIA

- Past leadership experience or interest in leadership experience at Foothill College
- Current Foothill full-time F-1 student in good academic standing (2.0 GPA or higher). Must meet Student Employee Requirements (see link below) <https://foothill.edu/financialaid/programs/employment.html>
- Selected applicants will be contacted for interviews.

If interested, please submit an online application at <https://tinyurl.com/FHISPStudentAmbassador> or contact the ISP Program Coordinator, Mang-Ling Cho, at chomanling@fhda.edu for any questions.