

Job Title: Student Ambassador

DESCRIPTION:

Student Ambassadors play a key role in event planning and facilitating orientation activities, promoting FRC social media, and providing student outreach and referrals for support services.

Student ambassadors are passionate about developing a sense of community at FRC!

ESSENTIAL DUTIES:

The Student Ambassador's primary responsibilities include: facilitating orientation activities, assisting in the planning, organization and implementation of events and initiatives of the Student Success and Support Services programs and Student Services Departments, providing outreach to students in target populations, and providing referrals to support services. Student Ambassadors also maintain a presence in the student lounge.

Student Ambassadors report to the Director of Student Success and Support Services and/or the Student Life Engagement Specialist.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Microsoft Word, providing friendly customer service and familiarity with the Feather River College campus, willingness to learn Banner (student information database).

Skills in:

Be able to type 25 words per minute for data entry.

DESIREABLE QUALIFICATIONS:

Strong communication skills, public speaking or willing to learn, teamwork mentality, leadership skills and ability to take initiative,

cultural and diversity competency, strong time management skills, previous experience with student activities, clubs or other areas of involvement. Have a 2.5 GPA. Willing to attend trainings provided by Feather River College.

PHYSICAL CHARACTERISTICS:

Be able to lift 25lbs and walk up and down the campus paths

WORK SCHEDULE:

Hours are typically between 8am and 8pm (this position is able to accommodate student's class

schedules) with occasional evening and weekend hours. Will be required to attend a minimum of 2 meetings per Semester

TO APPLY:

Submit completed application, class schedule form, and a cover letter expressing interest addressing your qualifications for this position to William McKenzie, Student Life & Engagement Specialist:
wmckenzie@frc.edu