

STUDENT AMBASSADOR APPLICATION PACKET

Purpose

Thank you for your interest in becoming a Student Ambassador. Student Ambassadors serve as the first point of contact to thousands of students each year. The goal of the Student Ambassadors is to educate prospective students, families, school groups and the general public on the programs, resources and student life at CCSF.

Requirements

- Minimum 3.00 overall GPA.
- Must have at least one year remaining before graduation.

Expectations

- Conduct Campus tours
- Offer CCSF overview presentations at middle schools, high schools, and community based organizations
- Participate in college fairs and provide information about CCSF
- Provide event assistance during departmental and campus events
- Provide assistance in the office
- Attend all Ambassador meetings and trainings
- Greet all visitors and answer questions
- Staff "Ask Me " information desk at Conlan Hall lobby

Training

Student Ambassadors are required to attend two mandatory training sessions before the beginning of each semester. All training dates are provided in advance and all Ambassadors are expected to attend.

Evaluation

At the end of each of semester all Ambassadors are evaluated and rehired for the following semester based on their performance.

Compensation

Ambassadors are paid \$9.00 per hour and are eligible to work up to 15 hours per week.

Application Details

Please submit the completed application form and recommendation form to: **Outreach and Recruitment Services located in Conlan Hall, room E3.**

Student Learning Outcomes

Ambassador program created two Student Learning Outcomes to assess the effectiveness of the program:

- Students will gain a better understanding of the programs and services offered at CCSF.
- Students will enhance their job readiness and leadership abilities, develop an understanding of their strengths and weaknesses and improve upon public speaking abilities.

****Due to limited slots, preference will be given to students with availability in the morning.**

STUDENT AMBASSADOR APPLICATION FORM

Instructions: Please complete this form and submit in person to Conlan Hall, Rm E3.

CCSF Campus: _____

APPLICANT INFORMATION

Last Name: _____ First Name: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

ACADEMIC INFORMATION

Current CCSF Semester: _____

Will you be a student next semester at CCSF? ☐ Yes ☐ No

Current GPA: _____

Major/Field of Study: _____

Current Semester Units: _____

Total Units Taken: _____

Student ID#: _____

ABOUT YOU

1. Why are you interested in becoming a Student Ambassador?
2. Are you bilingual? If so, please list the languages (other than English) that you are able to read/write/sign:
3. What experience have you had working, living, or going to school with people who are different from yourself and how might this help you as a Student Ambassador?
4. Are you comfortable speaking in front of groups? What is your experience presenting in front of groups?

STUDENT AMBASSADOR APPLICATION FORM *(continued)*

5. Please answer the following questions by checking one of the options on the right column.

- a. Are you familiar with Microsoft Office? ☐ Yes ☐ No
- b. Are you available to work in the evenings and on weekends? ☐ Yes ☐ No
- c. Do you have access to your own transportation? ☐ Yes ☐ No
- d. Do you have Federal Work Study? ☐ Yes ☐ No

If you answered Yes, please indicate the amount awarded to you:

- e. Do you have CalWORKs? ☐ Yes ☐ No
- f. Do you plan on transferring? ☐ Yes ☐ No

List the semester when you plan on transferring: _____

PREVIOUS WORK EXPERIENCE, PAID AND VOLUNTEER

Employer	Start Date	End Date	Duties and Responsibilities

APPLICANT'S AVAILABILITY

***Please indicate your hours of availability. Due to limited slots, preference will be given to students with availability in the morning.**

DAYS	Mon	Tue	Wed	Thu	Fri	Sat
8:00am-9:00am						
9:00am-10:00am						
10:00am-11:00am						
11:00am-12:00pm						
12:00pm-1:00pm						
1:00pm-2:00pm						
2:00pm-3:00pm						
3:00pm-4:00pm						
4:00pm-5:00pm						
Evenings (indicate times)						

****If available time is not in an hourly increment, please specify time format in the appropriate box (ie: Mon - 10:45am/Friday - 3:10pm).**

STUDENT AMBASSADOR APPLICATION FORM *(continued)*

EXTRACURRICULAR INFORMATION

Are you involved in any clubs or sports, or currently working at a job(s)? If so, please list them below.

SIGNATURE AND DATE

By signing this form, I verify that all of the information provided is correct and factual to the best of my knowledge.

Signature: _____ Date: _____

STUDENT AMBASSADOR RECOMMENDATION FORM

Candidate's name: _____

The above candidate is applying for a leadership position with the Outreach and Recruitment Services. Student Ambassadors are responsible for providing campus tours, and providing presentations to middle school students, high school student and general public.

Please answer the following questions:

1. How long have you know the candidate and in what manner did you interact with him/her?

2. Describe your experience with the candidate:

3. Please rate the candidate on the following:

Attribute	Excellent	Above Average	Average	Below Average	Unable to Determine
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Student Ambassadors are often the first contact that prospective students, families and other community members encounter when visiting CCSF. Can this candidate successfully represent CCSF to prospective students, families, and other internal/external constituencies? Why or Why not?

5. Please share additional comments about candidate's strengths and/or areas requiring development/improvement regarding the Ambassador position:

Your name: _____

Title: _____

Phone: _____

E-mail: _____

Signature: _____

Please return completed forms to the student or to the Office of Outreach and Recruitment Services in a sealed envelope with your signature over the seal.

Questions?

Contact us at 415.239.3557 or outreach@ccsf.edu