Office of School Relations and Outreach

Student Ambassador Qualifications

Minimum Qualifications:

1. Must be a currently enrolled student at Citrus College who intends to enroll in classes for at least two semesters after initial employment (Fall 2013 & Spring 2014).
2. Must maintain a 2.75 grade point average or higher and be enrolled in a minimum of 12 units per semester.
3. Completion of, concurrent enrollment in, or intent to take Speech 101 (or equivalent).
4. Must be available to work flexible hours, including occasional evening and weekend commitments (hours will vary depending on the time of the year i.e. registration periods, college fairs, orientations). Consideration will be given to student class schedules.

Desirable Qualifications:

1. Mode of personal transportation.
2. Fluency in a language other than English.

Student Ambassador Job Description

Under the direction of the Coordinator of School Relations and Outreach or assigned supervisor, participate in the following student services areas:

1. Assist in the delivery of outreach programs and services targeting diverse populations and promote college enrollment throughout the local schools and community.
2. Represent Citrus College during college nights, career fairs, school visits, and other informational programs.
3. Lead campus tours for individuals and groups.
4. Conduct presentations for high school, junior high and elementary school students.
5. Provide peer-advising services for prospective students.
6. Assist as needed in the planning and/or implementation of special activities such as High School Counselor Breakfast, Early Decision, Parent Night, and Welcome Day.
7. Staff the campus information booth during registration periods and/or semester startups.
8. Attend mandatory staff meetings.
9. Within provided guidelines, assist staff during registration and orientation/advisement sessions.
10. Perform other duties as requested by the Office of School Relations and Outreach.

**Student Ambassadors MUST be available to attend training sessions in the Summer. Enrollment in the summer session is required in order to attend summer training.**

Applications must be turned in by ________________ to Ivon McCraven, Coordinator of School Relations, in the Student Services Building, Room 212 (SS 212).
Student Ambassador Application

Name: ___________________________________________  Student ID #: ______________________

Address: ___________________________, (CA) ___________

(Street) (Apt. #)

(City) (Zip Code)

Email: ______________________________________________________________________________

(Citrus College Student Email) (Personal Email)

Phone #: _______________________________

High School Attended: ___________________________

Extracurricular Activities: (clubs, awards, honors, volunteer work, etc.) ___________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Major: ______________________________  Educational Goal: ______________________________

Number of Semesters Completed at Citrus College: ___________  Units Completed: ________

Cumulative G.P.A: ________________________

Will you be at Citrus College for at least two semesters? (Fall 2013 & Spring 2014): ______

Are you fluent in any language other than English? [ ] yes  [ ] no

If yes, please list the language(s) ______________________________

Do you qualify for Work Study?  No ______  Yes ______

Apparel Size (Circle your size for each article of clothing)

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In the following space, explain why you would like to serve as a Citrus College Student Ambassador:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Signature: __________________________________  Date: ________________________
Reference Form

To be completed ONLY by a current Citrus College faculty/staff/administrator. Please have this form completed and sent to Ivon McCraven in Student Services Building, Room SS 212 by email at imccraven@citruscollege.edu or by fax to (626) 857-4175.

You have been asked to submit a reference form on behalf of: __________________________. The student listed above is applying for a Student Ambassador position on campus. This position will involve leadership and public relations skills. Please answer the following questions about the candidate to the best of your ability to help us in the selection process.

Name: ___________________________ Title/Position: ___________________________

Department ___________________________ Ext. ____________

1. Please rate this student on the following:

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<th>Poor</th>
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2. Please tell us why you would recommend the student for the Student Ambassador position?

3. Is there any additional information about the student that could help in the selection process?

Signature: ___________________________ Date: ___________________________