Job Title: AFFIRM Student Ambassador

Duties:
Will take an active role in AFFIRM activities, meetings, and events such as AFFIRM Fall Kick Off Celebration, Black History Month, and W.R.A.P. sessions.

Recruit African-American students at the local high schools.

Attend and assist with various on-campus and off-campus AFFIRM events in order to provide prospective students with information about Evergreen Valley College.

Serve as a peer role model, helping other students understand and develop their leadership potential.

Visit local high schools and provide presentations to prospective students.

Light clerical duties, including the following:
- Filing and pulling files
- Photocopying and Faxing
- Assemble packets, type labels
- Mail pick up and distribution
- Answer general questions about the department
- General office duties
- Other duties as assigned

Additional duties (not included in job description):
Preference will be given to AFFIRM students ONLY.
Excellent communication skills – Verbal and Written.
Comfortable with Microsoft Office

Number of positions: 2-3

Department: AFFIRM Program

Work Location (room # or area): AC-130

Desired number of hours per week: 10-20

Duration:
- [ ] Fall & Spring
- [x] Academic Year

Contact information to set up interviews
Name: Ralph Jackson
Phone #: 408-274-7900 ext.6853
Email: Ralph.Jackson@evc.edu