Job Title: Enlace Program Student Ambassador

Duties:
The Enlace Program, which began in 1983 at EVC, represents an alternative approach to meeting the educational needs of Latin@ students. Enlace is a network of students, staff, and community members united by a shared vision of Latin@ student success. The Enlace Program goals are to enable Latin@ students to successfully complete the Enlace English, math, science, and counseling courses; mainstream Latin@ students into the general education and transfer curricula; increase the number of Latin@ students who graduate with an Associates degree; increase the number of Latin@ students who transfer to four-year colleges and universities; and to create a cadre of student leaders.

The required duties for the position is to perform a wide range of administrative and office support activities for the programs and/or supervisors to facilitate the efficient operation of the Enlace program. The following are job related duties:
- Light clerical duties including photocopying, faxing, mailing, and creating student files.
- Assist with the implementation of Enlace events. (i.e.- EHS Conference, Excelencia in Education Celebration, college tours, etc.)
- Provide basic program information to prospective, new, and continuing Enlace students.

Additional duties (not included in job description):
Preference will be given to current Enlace students.
Bilingual - Spanish/English preferred

Number of positions: 1-2

Department: Enlace

Work Location (room # or area): R5-134

Desired number of hours per week: 10-20

Duration: ☑ Academic Year

Contact information to set up interviews

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