Job Title: Student Success Ambassador

Duties:

1. Assist with the daily operations of a comprehensive Student Support program, which include providing clerical and office support, equipment/room reservation, and answering questions regarding the various services and programs offered through Evergreen Valley College.
2. Will work collaboratively with Student Success student volunteer staff.
3. Assist with campus programs and activities such as New Student Orientation, Days at the Green, October Spooktacular, Transfer Day, Know Your Steps, Information Stations, and Commencement.
4. Serve as a peer role model, helping other students understand and develop their leadership potential.
5. Provide campus tours, student follow-ups, and phone banking to prospective students.
6. Attend and assist with various on-campus and off-campus Student Success events in order to provide prospective students with information about Evergreen Valley College.
7. Visit local high schools and provide presentations to prospective students.
8. Assist in proctoring off campus assessments.
9. Other duties as assigned.

Required to work all major school events including one sat. and some evenings.

Note: Student may only be excused if there is a class conflict

Additional duties (not included in job description):
Must maintain a minimum cumulative GPA of 2.0.

Qualifications:

* Currently, we have a need for bilingual candidates (Vietnamese highly desired) to support Vietnamese Orientations

Number of positions: 5

Department: Student Success Division

Work Location (room # or area): Student Success Center, SC-250

Desired number of hours per week: 10-20

Duration:

☒ Academic Year

Contact information to set up interviews

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