



Job Title: **Virtual Ambassador**
Time Period: September 20 – June 30, 2022, or until Future Notice
Salary: \$17.60 per hour (coded as Admin Assistant 1)
FTE: Approximately 10-15 hours a week

DESCRIPTION

The virtual Ambassadors are representatives, envoys, and messengers of Foothill College and The Ambassador Program. They are the liaisons between the Foothill College students, staff, and the community. Ambassadors will support their peers virtually by providing activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19.

AMBASSADOR DESIRED ATTRIBUTES AND ABILITIES

- Work with a diverse group of people
- Work as a team member
- Self-motivated
- Good communication skills
- Leadership
- Flexibility
- Creativity
- Interpersonal skills
- Possess a willingness to serve students
- Be flexible and collaborative
- Willingness to present and give tours

WORK AREAS

Virtual Ambassadors work in specific department throughout our Foothill Community: Admissions and Records, Athletics, Counseling, Disability resource Center, Basic Needs/EOPS, Financial Aid, International Student Program, Outreach Technology, Veteran Resource Center, and Wellness.

When applying please indicate which department/s you would like to apply for, or indicate all.

AMBASSADOR RESPONSIBILITIES:

- Virtually commit to 10-15 hours per week of ambassador activities.
- Virtually work in an office setting and interact with students seeking assistance and provide high quality customer service by phone, email, or other related duties as needed.
- Will be partnering up with staff to build service leadership development, through projects, presentations, and other professional development activities to support, engage, and retain students.

APPLICATION CRITERIA

- Past leadership experience or interest in leadership experience at Foothill College
- Current Foothill full time student in good academic standing (2.0 GPA or higher). Must meet Student Employee Requirements (see link below)
<https://foothill.edu/financialaid/programs/employment.html>
- Selected applicants will be contacted for online interviews

If interested, please contact us at ambassadors@fhda.edu