



# College Ambassador Program

The College Ambassador Program establishes linkage with service area high schools through providing practical, hands-on opportunities for currently enrolled MCCC/Oakhurst students. College Ambassadors assist high school students' transition into one of our campuses or centers and play a supporting role in the recruitment of potential students. College Ambassadors also serve as campus tour guides, assist with community outreach and campus in-reach, and provide basic office support. The College Ambassador Program is helpful to students with limited employment experience through introducing them to the world-of-work. This position is part time and works around the ambassador's school schedule.

## **Eligibility:**

The College Ambassadors will be selected to interview on the following criteria:

1. Must be enrolled in a minimum of 12 units during the working semester.
2. Must maintain at least a 2.5 cumulative grade point average.
3. Must attend a personal interview with members of a selection committee.
4. Must have a valid California Driver's License.
5. Must have a minimum of 2 days available (7:30am-4pm) to visit schools.
6. Must exhibit professionalism in dress and behavior.
7. Must have reliable transportation with adequate insurance.
7. Must have strong oral and written communication skills.
8. Must have demonstrated a record of dependability in other assignments.
9. Must be sensitive to the needs of a diverse student population.
10. Must be available for evenings and weekends when necessary.
11. Must submit a copy of your class schedule with your application.

## **Duties:**

1. College Ambassadors must:
  - a. Attend training sessions and/or in-service in July/August.
  - b. Comply with a semester work schedule mutually agreed upon by the college ambassador and the program supervisor.
  - c. Attend all staff meetings and any additional trainings/in-services.
2. All College Ambassadors will help conduct campus tours, assist with on-campus activities, preform basic office support, and assist with Outreach services which include informational booths at high school/college/community fairs. College Ambassadors will assist with Matriculation Workshops (e.g. application, orientation, financial aid, etc.) and other tasks as assigned.

## **How to Apply (Checklist):**

- Complete the attached application and submit it with one references (form attached).
- Provide a personal essay (Please mention the following: skills, accomplishments, volunteering, clubs, work experience, and why you want to work for our program, etc.) *no longer than 1 page*.
- Provide a copy of your Fall Schedule.
- Return your completed application, personal essay, schedule and references to the College Relations & Outreach Office.

**Thank you for your interest. If you have any questions, please contact the College Relations & Outreach office either in person (TM-31), by email at [mc.outreach@sccd.edu](mailto:mc.outreach@sccd.edu) or by calling (559) 675-4839**

College Ambassador Program  
Madera Community College Center  
30277 Avenue 12  
Madera CA 93638  
(559) 675-4839

**APPLICATION FOR COLLEGE AMBASSADOR**

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date available to start: \_\_\_\_\_

**EDUCATION:**

NAME OF SCHOOL	# YEARS	LOCATION	MAJOR	DEGREE GOAL

**WORK EXPERIENCE:**

Month/Year Dates From To	Name of Employer and Supervisor	Address of Employer	Position	Full-time Part-time

**SPECIAL SKILLS:**

Experience, skills, or qualifications that especially qualify you for a position with the College Ambassador Program.

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**PLEASE READ CAREFULLY: Applicant's Certification and Agreement**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I agree that if employed, falsified statements on this application may be considered sufficient cause for rejection of this application or dismissal, if employed.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Please place an "x" in the boxes below for the items when you are available to work in the program.

<b>TIME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
8:00-8:50 <b>AM</b>					
9:00-9:50					
10:00-10:50					
11:00-11:50					
12:00-12:50 <b>PM</b>					
1:00-1:50					
2:00-2:50					
3:00-3:50					
4:00-4:50					

If necessary, would you be able to do the following:

Are you available to work evenings? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, days/hours available to work

No Pref. \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_

Are you available to work on weekends? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, days/hours available to work

No Pref. \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

**Madera Community College Center  
College Ambassador Program  
COLLEGE AMBASSADOR REFERENCE FORM**

\_\_\_\_\_ is applying for admission to Reedley College's College Ambassador Program. Your rating of this candidate would assist us in the selection process.

1. In what capacity have you been associated with the student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Cite an example of a leadership skill you have observed in this candidate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please rate this candidate's effectiveness in the following areas:

AREA	HIGH 5	4	3	2	1	UNKNOWN N/A
Staff Relationships						
Community Relations						
Judgment						
Organizational Ability						
Leadership						
Sensitivity						
Written Communication						
Oral Communication						
Personal Motivation						
Educational Values						
General Academic Background						
Stress Tolerance						
Decisiveness						

Reference Name: \_\_\_\_\_  
First
M.I.
Last

Address: \_\_\_\_\_  
Phone

Thank you for assisting us with this task. Student must return this form by the following ways: in person, via email [mc.outreach@sccd.edu](mailto:mc.outreach@sccd.edu) or mail it to: Madera Community College Center: College Relations & Outreach 30277 Avenue 12 Madera CA 93638

<b>OFFICE USE ONLY:</b>		
Recommend for hiring _____	Would Not Recommend for Hiring _____	
Name _____	Position: _____	Date: _____