



## San Diego City College Outreach Ambassador Job Description

**Job Title:** Outreach Ambassador

**Full/Part-time:** Part-time, 20 hours per week

**Salary:** \$13.81

**Deadline to apply:** Friday, May 29, 2020

**Anticipated Interview Dates:** June 8-June 19, 2020

**Mandatory Unpaid Orientation and Training:** July 28-July 31

### Overview:

San Diego City College Outreach Department is seeking highly-motivated, organized, City College students to work as Outreach Ambassadors. This is an exciting opportunity to impact the college, build community relations and promote a positive image of San Diego City College. City Outreach Ambassadors are the official City College Representatives in which the ambassadors represent the college at various community events, local feeder schools, and on-campus. Outreach Ambassadors regularly meet with prospective students, conduct City Campus Experiences for prospective students and families, and provide information regarding the programs, services, majors, and certificates that City College has to offer. Student Ambassadors will build their personal and professional networks while promoting the mission and vision of San Diego City College.

### Position Summary:

Under the supervision of the Outreach Department the Outreach Ambassador will perform the following duties:

- Conduct Campus Experience for prospective students and families
- Help students and families with the San Diego City College enrollment process including: the application for admission, Financial Aid application, San Diego Promise, and MySDCCD Student Portal.
- Ability to effectively communicate with prospective students and families to students about the many opportunities and benefits of enrolling at City College.
- Represent City College at feeder K-12 schools, on campus and in the greater community events included but not limited to: staffing information tables, campus experiences, high school fairs, application workshops, and community centers.
- Maintain a working relationship with the staff at K-12 schools and college departments from diverse ethnic, cultural, and socio-economic backgrounds
- Assist in the distribution of marketing materials
- Provide the most up-to-date information about on-campus academic/support programs and services.
- Attend and participate in program meetings
- Submit Activity Report after conducting an Outreach Service
- Hold weekly high school on site enrollment process help for high school students
- Participate in Outreach Department on-campus events
- Use online Outlook Calendar and Email to receive Outreach assignments
- Other duties as assigned by the Outreach Department



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### **Knowledge, Skills, and abilities:**

- Must have knowledge about San Diego City College programs, majors, and certificates
- Must be responsible and goal oriented
- Strong communication skills (oral and written)
- Highly organized
- Must be available to work evenings, weekends, and off-campus
- Comfortable presenting information to both small and large groups
- Good listening skills
- Enjoy working with diverse student populations

### **Qualifications:**

- Knowledge about City College Outreach Department Services
- Knowledge about San Diego City College programs, majors, and certificates
- Previous Customer service experience
- Must have completed at least one semester at San Diego City College
- Must have access to reliable transportation
- Must have a minimum GPA of 2.8
- Must be a full time student enrolled in 12 units
- Must be a currently enrolled San Diego City College student

### **Benefits of Being a Student Ambassador:**

- Build leadership experience and strengthen your public speaking skills
- Represent City College and serve as a role model to prospective and current students
- Opportunity to develop and enhance your problem-solving skills
- Enhance your resume
- Network with City College programs and departments

### **Application Process:**

**Please access the application and submit by using the link below:**

### **Document you will need:**

- Unofficial Transcript