

**College of San Mateo
Community Relations and Marketing Department**

Student Ambassador Program

The student ambassador program, based out of the Community Relations and Marketing office, is an outreach and recruitment program designed to provide information and enhance communication with local feeder high schools and the community. The primary emphasis of the program is to provide students and parents, as well as high school counselors, staff, and faculty with resources and make them aware of the many opportunities and services available at College of San Mateo and throughout the San Mateo County Community College District.

College of San Mateo Student Ambassador Position

Term: Fall and Spring Semester with limited Summer hours on-going (approximately 5-10 Hours/Week)

Description: The successful candidate will assist with College of San Mateo's outreach and recruitment efforts on campus, at local feeder high schools, and in the community. Some evening and weekend hours may be required.

Benefits to the student:

- Opportunity to build leadership experience and hone their public-speaking skills
- Learn the overall aspects of community outreach and event planning
- Professional development opportunities to learn more about working in the public sector
- Have the opportunity, as interested, to gain insight to the day-to-day experiences of marketing a large community college

Duties and responsibilities would include:

- Ability to effectively communicate to students about the many opportunities and benefits of enrolling at CSM.
- Representing CSM at high schools, on campus and in the community. Events included but are not limited to: staffing information tables, campus tours, high school career fairs and college fairs, application workshop, outreach at county fairs, community centers and shopping centers.
- Follow-up with potential students who have applied to CSM but have not registered.
- Maintain an effective working relationship with faculty and staff at feeder high schools.
- Take initiative to be knowledgeable about the college programs (e.g. College certificates, associate degrees, transfer services, honors program, etc.) and services such as, financial aid, scholarships, EOPS, etc.
- Maintain an effective working relationship with other college departments that participate in the college's recruiting and outreach efforts such as, Financial Aid, Counseling and EOPS.

- Assist in the collation and distribution of college/recruitment materials such as catalogs, schedules and enrollment forms
- Work with the Outreach Program Services Coordinator to maintain and update high school and community directories
- Participate in service training
- Assist in schedule and catalog distribution in the community
- Assist in the Public Relations and Marketing Department as assigned.

Required Qualifications

- College of San Mateo student in good academic standing
- Must have vehicle to visit outreach locations
- Available to work 5-10 hours a week with flexibility to support some evening and weekend work.
- Have a desire to learn more about community colleges and communicating to the public.

Additional desirable qualifications

- Effective communications skills
- Good listing skills
- Comfortable presenting information to small groups
- Comfortable working with diverse student populations
- Commit to working through at least June 30, 2011

Positions available: 2

Salary: \$12.00 per hour

Notes: Though not all applicants are invited for interviews, applicants are placed on a waiting list when future positions open up.

Interested applicants should send:

- Resume
- Letter of Interest

Deliver applications to:

Alex Guiriba, Program Services Coordinator - Outreach
guiribaj@smccd.edu

Employment Policy

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.