

CSM Student Ambassador Job Description

The Student Ambassador program is 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, faculty, and our greater community 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.

Duties and responsibilities:

- Ability to effectively communicate to students about the many opportunities and benefits of enrolling at CSM.
- Support scheduled virtual drop-in hours
- Staff front desk (bldg. 10)
- Assist in virtual presentations
- Representing CSM virtually 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 workshops, 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.
- Work with the College Recruiter to maintain and update high school and community directories
- Participate in service training
- Assist in the Community Relations and Marketing Department as assigned.

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

Required qualifications:

- College of San Mateo student in good academic standing enrolled in 6.0 units or more each semester.
- 2.5 Minimum GPA
- Knowledge of Zoom, WebSMART and Canvas
- Must have been a student within SMCCD for at least a year
- Must be willing to commit to the position for a minimum of one year
- Must have vehicle and valid driver's license to visit outreach locations.
- Available to work 10-15 hours a week with flexibility to support some evening and weekend work.
- Must have valid Social Security card to be employed.
- Have a desire to learn more about community colleges and communicating to the public.

Salary: \$19.12 per hour

Interested applicants should [complete an application](#).

For questions please email Estela Garcia, College Recruiter at garciaestela@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.