



## Office of School Relations and Outreach

### Student Ambassador Qualifications

#### Minimum Qualifications:

1. Must be a currently enrolled student at Citrus College who intends to enroll in classes during the fall 2012 and spring 2013 semesters.
2. Must maintain a 2.75 grade point average or higher and be enrolled in a minimum of six units per semester.
3. Completion of, concurrent enrollment in, or intent to take Speech 101 (or equivalent).
4. Must be available to work flexible hours including occasional evening and weekend commitments (hours will vary depending on the time of the year i.e. registration periods, college fairs, orientations). Consideration will be given to student class schedules.
5. Must be willing to provide assistance and be able to effectively interact with people of diverse social, cultural and educational backgrounds.

#### Desirable Qualifications:

1. Mode of personal transportation.
2. Fluency in a language other than English.

**\*\*All Student Ambassadors MUST be available to attend program training in summer session 2012.**

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Applications must be submitted to Ivon McCraven in the Office of School Relations and Outreach in the Student Services building room 212 (SS 212) no later than **Monday, April 2, 2012 at 4:00 p.m.**

# **CITRUS COLLEGE**

## **Office of School Relations and Outreach**

### **Student Ambassador Job Description**

Under the direction of the Coordinator of School Relations and Outreach or assigned supervisor, participate in the following student services areas:

1. Assist in the delivery of outreach programs and services targeting diverse populations and promote college enrollment throughout the local schools and community.
2. Provide peer-advising services for prospective students.
3. Conduct presentations for high school, junior high and elementary school students.
4. Attend mandatory staff meetings.
5. Represent Citrus College during college nights, career fairs, school visits, and other informational programs.
6. Lead campus tours for individuals and groups.
7. Assist as needed in the planning and/or implementation of special activities such as High School Counselor Breakfast, Early Decision, Parent Night, and Welcome Day.
8. Staff the campus information booth during registration periods and/or semester startups.
9. Within provided guidelines, assist staff during registration and orientation/advisement sessions.
10. Ensure proper distribution of Citrus College informational materials in outreach activities.
11. Perform other duties as requested by the Office of School Relations and Outreach.

**2011-2012 Student Ambassador  
Application Packet Checklist**

Thank you for your interest in the Student Ambassador Program! In order to ensure a successful, completed application, please make sure all of the following items have been attended to and turned in to **Ivon McCraven, Coordinator of School Relations in SS 212**. All materials and required actions are due by **Monday, April 2nd at 4:00pm**.

**PLEASE INCLUDE THE FOLLOWING IN YOUR APPLICATION SUBMISSION:**

- 2011-2012 Application (hard copy)
- Essay Question (hard copy)
- Unofficial Transcripts (hard copy)
- Reference Form (to be submitted by a Citrus College staff, faculty, or administrator)

# Citrus College

## Office of School Relations and Outreach Student Ambassador Application

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (Apt. #)

\_\_\_\_\_, (CA) \_\_\_\_\_  
(City) (Zip Code)

Email: \_\_\_\_\_  
(Citrus College Student Email) (Personal Email)

Phone #: \_\_\_\_\_

High School Attended: \_\_\_\_\_

Extracurricular Activities: (clubs, awards, honors, volunteer work, etc.) \_\_\_\_\_

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

Major: \_\_\_\_\_ Educational Goal: \_\_\_\_\_

Number of Semesters Completed at Citrus College: \_\_\_\_\_

Units Completed: \_\_\_\_\_ Cumulative G.P.A.: \_\_\_\_\_

Will you be at Citrus College for at least two semesters? (Fall 2012 & Spring 2013): \_\_\_\_\_

What languages other than English do you speak fluently? \_\_\_\_\_

Do you qualify for Work Study? No \_\_\_\_\_ Yes \_\_\_\_\_

Apparel Size (Circle your size for each)

|                         |              |               |              |                |                 |
|-------------------------|--------------|---------------|--------------|----------------|-----------------|
| Jacket                  | <i>Small</i> | <i>Medium</i> | <i>Large</i> | <i>X Large</i> | <i>XX Large</i> |
| Long Sleeve Dress Shirt | <i>Small</i> | <i>Medium</i> | <i>Large</i> | <i>X Large</i> | <i>XX Large</i> |
| Polo                    | <i>Small</i> | <i>Medium</i> | <i>Large</i> | <i>X Large</i> | <i>XX Large</i> |

Please let us know how you found out about us.

Friend     Website     Posters/brochure     Student Ambassador Recruitment

Other \_\_\_\_\_

*I hereby certify that all statements made on this application are true and correct to the best of my knowledge.*

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

## **Student Ambassador Application Essay**

In an essay of at least 300 words, state why you would like to serve as a Citrus College Student Ambassador. Include any qualities you feel you possess that would qualify you for membership in the Student Ambassador Program. In addition, explain what you hope to gain from being a student ambassador. Please be as specific as possible in your responses. Essay must be **typed** in **size 12 Times New Roman** font and **double-spaced** on a separate sheet. Essays will be evaluated for content and grammatical setup. The essay must be submitted in order for your application to be considered complete.

