

Campus Ambassador (campus-based)

Reports to: Student Life Specialist

Compensation Rate: \$12.00/hr

Hours per week: Between 15 and 19 hours per week

Requirements:

- Enrolled at ACC in at least 6 credit hours
- Minimum 2.0 GPA
- Must qualify for work-study during semester of employment
- Comfortable with public speaking
- Demonstrated proficiency using standard word processing, database, and presentation office software applications
- Maintaining an established work schedule
- Work is routinely performed in an office environment
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 25 pounds
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices
- Maintaining confidentiality of work related information and materials

Job Duties:

- Participate in campus-based trainings regarding customer service, leadership development, ACC resources, and provide feedback.
- Represent Student Life with professionalism and diplomacy
- Utilize organizational and planning skills with attention to detail and follow-through
- Establish and maintain effective working relationships
- Provide excellent customer service to internal and external partners
- Provide support at departmental events (per campus) and district-wide events as needed
- Participate in ACC and SL marketing efforts such as, Student Life Chronicle, blogging, social media, and advertisements in collaboration with Public Information and College Marketing
- Support the planning and implementation of Student Life campus programming
- Provide clerical support and other duties as assigned
- Participate in mentoring program with Riverbat Ambassadors
- Provide peer-to-peer engagement
 - Provide information and referrals to students in regards to academic concerns and support resources
 - Tabling and promotion of ACC programs and resources
 - Interact with and gather input from student body regarding various ACC initiatives and opportunities