

Admissions Office Student Ambassador Position

Responsibilities include:

- Conduct tours of the Brighton Campus during fall and spring semesters (including breaks).
- Manage the information session check-in process.
- Prepare information session handouts.
- Serve as hosts and guides at Admissions Office events such as Parents Night and Open House.
- Provide assistance in Admissions Office as needed. Duties may include phoning students, inventory, preparation of mail correspondences, etc.
- Other duties as assigned.
- This position is a one-year position from September – May.

Qualified candidates will meet the following criteria:

- Currently attend MCC as a full-time matriculated student in good academic standing.
- Have a cumulative GPA of 2.5 or higher. For students new to MCC, the applicant must have a high school average of B+/GPA of 3.25 or higher.
- Available to work Mondays, Wednesdays, and Fridays 8:30am – 11:30am in addition to some afternoon, evening, and weekend hours (with appropriate notice).
- Enthusiastic, personable, and effective public speaker.
- Comfortable leading and directing groups of up to 25 people.
- Reliable, trustworthy, and possess the ability to use good judgment.
- Work well independently with minimal supervision after appropriate training.
- Possess ability to follow specific and sometimes complex directions.
- Possess strong interpersonal skills and has ability to work well with others.

Position Benefits:

- Opportunity to share personal positive MCC experience with prospective students.
- Learn transferrable skills useful for future employment.
- Opportunity to gain leadership experience and connect with the MCC community.
- Strengthen communication and presentation skills.
- Opportunity to explore Higher Education as a profession.
- Convenience of working on-campus to earn extra money.

Questions regarding the Student Ambassador position can be directed to Krista Tyner, Admissions Counselor, at ktyner@monroecc.edu

**Admissions Office Student Ambassador Application
2012-2013**

All applicants must be available to work Mondays, Wednesdays, and Fridays 8:30am-11:30am.

Applicants that cannot work these hours will not be considered.

Some afternoon, evening and weekend hours will be required (with appropriate notice).

Name: _____

Student #: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Please type your response to the following questions and include with this sheet.

1. Why are you interested in becoming a Student Ambassador? Please identify and explain three strengths that will help you fulfill the position responsibilities.
2. From your perspective, why is the Student Ambassador position important? What do you hope to gain from the experience?
3. List three references, including name, position/title, phone number, and email address. At least one reference should be an MCC faculty or staff member.
4. Attach your current resume. If you have been employed by any office at MCC, you are required to list the office, position, and dates of employment.
5. Have you ever attended a college or university other than MCC? If yes, please list the school(s) and explain why you transferred.
6. Provide a copy of your current class schedule.
7. Are you funded through Federal Work Study? ___ Yes ___ No

By signing below, I am indicating that all the information provided is complete and truthful.

Signature: _____ Date: _____

Submit your application packet to the Admissions Office (1-211) front desk, Attention: Krista Tyner