Student Ambassador

"It’s not just another student job…It’s a leadership adventure."

Join Us!

A Student Ambassador is an experienced and successful student who wants to help new students learn the “academic ropes” and make the most out of their college experience. Student Ambassadors serve in various positions on campus and gain valuable leadership experience which looks great on a resume!

All Century Students Welcome!

All Century students, including international students who have a GPA of 2.3 or higher are encouraged to apply. Current students must submit a copy of your Degree Audit Report (DARS.) New students must provide a copy of your previous institution’s transcripts or a high school transcript clearly showing your GPA.

Student Ambassadors also need to remain a Century student through the following spring semester in order to fulfill all of the job responsibilities. Students already working at Century will not be allowed to go over the maximum twenty hours a week between both positions.
AMBASSADOR JOB RESPONSIBILITIES:

Ambassadors assist with various aspects of new student orientation, staff the Welcome Center and develop strong leadership skills through extensive training. The following responsibilities apply to all Student Ambassadors:

- Assist new students at fall (April-August) and spring (November-January) Registration Sessions by assisting with room and computer lab set-up, helping with check-in procedures, maintaining advising lists, and assisting with the student registration process.

- Serve on student panels, lead campus tours for groups, staff resource tables, and assist with college events.

- Staff the Welcome Desk located in the Main Commons to help direct students and visitors to the correct department/area and answer questions.

- Be knowledgeable of all academic resources offered on each campus and know when to refer students in order to seek additional assistance.

- Work collaboratively with Century staff, advisors, counselors, faculty, and other Student Ambassadors during orientations, trainings, and meetings.

- Attend all Student Ambassador training dates which will be determined after the interview.

STUDENT AMBASSADOR COMPENSATION:

Century students hired to work as Ambassadors will be paid $10.50 an hour on a bi-weekly basis. All students are required to fill out the FAFSA paperwork in order to see if they qualify for the work study program. However, you do not need to qualify as a work study student to be hired as a Student Ambassador. You may obtain the FAFSA paperwork from the financial aid office and are encouraged to start the process early.
REQUIRED TIME COMMITMENTS:

The Student Ambassador is a unique student employee position that requires specific time commitments of its Ambassadors. Each of these time commitments are listed below, and each serve a specific purpose. Whether these are training sessions, team-building workshops, or actual Orientation work hours, these time commitments must be taken seriously and attended in order for you, your Ambassador team, and the entire Orientation staff to be great at our jobs.

• Orientation Work Hours: Student Ambassadors are expected to attend all of the Registration Sessions (about 50 sessions). The Registration Sessions are 2.5 hours in length. Three to four Ambassadors are needed at each session, which will allow for some scheduling flexibility. Missing the orientation sessions will be handled on a case-by-case basis.

• Initial Group Training and Team-Building: If you are hired as a Student Ambassador, you will be required to attend a team-building and training retreat in March during spring break week. The date will be scheduled after the hiring process.

• Ongoing Employee Trainings: Student Ambassadors will also be expected to attend additional trainings. These meetings are required and will be scheduled after the candidates have been selected.

APPLICATION CHECKLIST:

1. Ambassador Application Form
2. Application Essay
3. Ambassador Reference Form
4. FAFSA (Free Application for Federal Student Aid) for Current and Next Academic Year - International Students are not required to fill out the FAFSA for employment

TIMELINE TO APPLY:

MID-JANUARY ...................STUDENT AMBASSADOR APPLICATIONS BECOME AVAILABLE

EARLY FEBRUARY ......................APPLICATIONS DUE TO AARIN DISTAD, 2444

MID-LATE FEBRUARY ......................APPLICANT INTERVIEWS

LATE FEBRUARY / EARLY MARCH—AMBASSADOR POSITIONS OFFERED TO SELECTED CANDIDATES