

LCC Student Ambassador Job Description



What is a Student Ambassador?

Student Ambassadors are students who represent LCC, and would like to share the positive experiences they've had, to help prospective, new and current students. Students who think beyond their own experience, and think about ways to support all students at LCC. An Ambassador supports our Outreach, onboarding and retention efforts. From participation in New Student Onboarding, to planning and hosting events on campus, Ambassadors will form intentional, positive relationships. These connections will continue to develop through retention phone calls, texting, email, and over Zoom. As a result, students will have a greater understanding of resources available to them and broader participation on campus, increasing student success and strengthening our campus community.

With this team of dedicated students, LCC offers a higher quantity and quality of campus events and tours, while creating valuable, authentic connections with potential and current students. Student Ambassadors will take on a comprehensive set of responsibilities, including: building rapport with current and potential students, promoting and conducting campus tours, supporting potential students through the application and onboarding process, planning campus events, and connecting new and returning students to resources.

Outreach Ambassadors are LCC students who represent the College's mission, vision, and values through their actions and activities pertaining to outreach and recruitment of prospective students. As an Outreach Ambassador, you'll take your enthusiasm for LCC to a variety of

events (that might take place virtually!) including: information sessions with prospective students; college fairs; and a Summer Bridge Program aimed at keeping new students engaged with LCC from post-HS graduation, to their first day as an LCC student.

As an Outreach Ambassador, you will be assigned a high school in the LCC Service Area - the goal being consistency with students considering LCC; allowing those prospective students to gain familiarity with their assigned ambassador; and look to their Outreach Ambassador as a role model or example of what student success at LCC can look like.

Activities that Outreach Ambassadors can/will be involved in, include (but are not limited to):

- Tours - via Zoom and in-person
- Attending high school and community events as a representative of LCC (most likely with an outreach staff), such as:
 - College Fairs
 - Application events - Open Houses
 - High school visits
 - Community events - Walk at the Lake, Kelso Chamber of Commerce
 - Financial Aid support events/nights
- Projects such as:
 - Supporting the Summer Bridge Program
 - Brothers in Power Conference
 - Creating informational brochures/fliers
 - Data entry
 - Calls & texts to current and prospective students
 - Planning student oriented events
 - Maintaining Outreach swag

Outreach Ambassadors will work closely with the One-Stop Center, Outreach Navigators, and the other Student Services teams.

Outreach Ambassadors should have a minimum GPA of 2.75 to ensure they maintain eligibility for work study.

What does the job look like?

As an Ambassador, you would share your experience as a student, give campus tours, help new students navigate the onboarding process, support retention efforts at LCC through calling and texting campaigns, monitor new student's progress through the New Student Onboarding and interact with a diverse population of students.

There are two groups of Ambassadors. One group supports the Outreach efforts of LCC, helping prospective students learn more about LCC, how to get started, campus tours, etc. One group supports the One-Stop Center, helping the students as they are applying to LCC, and walking them through the onboarding process. Ambassadors support students on phones, email, text, Zoom and in person. There is potential for overlap in activities.

Qualifications:

- Comfortable on the phone, online and in front of groups
- Comfortable with technology (Zoom, video conferencing, etc.) and/or willing to learn
- Have a passion for helping others
- Work well as part of a team and independently
- Adaptable to different working environments
- Good communication and problem solving skills
- Available to work at least 10 hours per week, in at least 2-3 hour blocks
- Ability to work occasional evenings or weekends
- Work study eligible through financial aid
- Ambassadors hired before September will attend a Student Leadership Conference at Green River College in September. Costs for the conference are covered by ASLCC.
- Own transportation to travel to events

Work info:

- Work between 10-19 hours per week
- Pay days are on the 10th and 25th of each month

Interview process:

- Individual Interview, either on campus or via Zoom

Timeline:

- We'd like to begin training in July or August, then fully working in September of 2025.

Questions?

- Email:
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