

EDUCATION ALLIANCE AMERICORPS
Start of Service Introduction Form – College Ambassador

It is important to build a good relationship with your site. During your first week of service, please meet with your supervisor. Enclosed are suggested questions to discuss. Please return this form to americorps@educationalliance.org.

Introduction

Hello my name is _____. I am an Education Alliance College Ambassador. I am excited to support student access and enrollment at your college. My goal is to help increase the number of students who are enrolled and are retained in post-secondary education.

Supervisor

Date: _____ **Supervisor's Initials** _____

1. What guidelines and rules do I need to be aware of for this site? Is there a process I need to follow to check-in?

2. How often will we have regular check-ins? What is your preferred method of contact if I have questions?

3. I am required to plan/support two events and two activities this year). What events/activities would you like me to help with?

4. Who will provide the list of people I should contact? I need to help 300 new students through the enrollment process and retain 300 current students.

5. I am required to report the number of students I contact and their enrollment/retention status. How do you suggest I track this information? Does our college have a system to track this information, or should I keep a list in the College Ambassadors report?

6. What resources do you recommend I leverage to gain knowledge on how to guide potential students through the onboarding process?
7. What opportunities are there for potential students that I should be aware of?
8. What other personnel should I introduce myself to?
9. Do you have any questions or suggestions for me?