

## Job Opportunity



# Become a Cerritos College Student Ambassador



**Represent  
and promote  
Cerritos  
College**

**Develop  
your leadership  
and public  
speaking skills**

### Responsibilities

Lead campus tours, deliver presentations, and assist prospective students with admission and enrollment. These duties will be in-person and may be off-campus.

**Type:** Part-time  
**Days:** Monday through Friday, occasional weekends  
**Hours:** Varies between 8 a.m. – 7 p.m.  
**Wage:** \$17.00 per hour

### Qualifications and Preferred Qualifications

For details on the minimum and preferred qualifications of this position please see page two of this announcement

### How to Apply

Use the QR code to access Jobspeaker in order to submit the required Student Ambassador application Questionnaire online form

Learn more about [School Relations](#) here. For questions contact [schoolrelations@cerritos.edu](mailto:schoolrelations@cerritos.edu)



**Deadline to apply is Friday, May 24, 2024 at 5 p.m.**

# Cerritos College School Relations

## Student Ambassador Position

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Cerritos College Student Ambassadors are dedicated student leaders who play a vital role in representing and promoting Cerritos College by assisting with campus events, providing information to prospective students, and fostering a welcoming environment for the college community.

**Period of Employment:** July 1, 2024 through June 30, 2025. Employment may continue through the next academic year, if in good standing.

### Responsibilities

- Participate in mandatory Student Ambassador training on Friday afternoons from 1 pm-4 pm.
- Lead campus tours, deliver presentations, assist prospective students with admission and enrollment, and support events. These duties will be in-person and may be off-campus.
- Develop an expanded knowledge of Cerritos College and enrollment steps.
- Conduct campus tours for new and future students and K-12 partners.
- Represent Cerritos College to K-12 and the community.
- Assist with events including Welcome Day, High School Counselor Conference, Senior Preview Day, and Family Night.
- Data entry.
- Work with diverse populations and provide tips on being a successful college student.
- Maintain professionalism and a positive image of Cerritos College.
- All other duties as assigned.

### Qualifications

- Must be a currently enrolled Cerritos College student.
- Highly motivated, confident Cerritos College student with a minimum GPA of at least 2.5.
- Must have a valid driver's license and car insurance.
- Demonstrate strong communication, public speaking, and interpersonal skills. Must be able to verbally articulate information in English, and project voice to large groups of people. Ability to decipher and respond to questions.
- Confidence in presenting information orally to small and large groups of people of varying ages and from diverse backgrounds.
- Exhibit initiative, dependability, discipline, and enthusiasm.
- Demonstrate strong communication, leadership, and interpersonal skills.

### Preferred

- Computer proficiency and internet access.
- Bilingual (fluent Spanish/English).



CERRITOS  
COLLEGE

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