

# Job Opportunity to Become a **Student Ambassador!**

Promote  
Cerritos  
College

Develop  
your leadership  
and public  
speaking skills

**Responsibilities:** Lead campus tours, deliver presentations, assist prospective students with admission and enrollment, and support virtual events. These duties will be in-person and virtual.

**Type:** Part-time, flexible scheduling

**Days:** Monday through Friday, occasional weekends

**Hours:** Varies between 8 a.m. – 7 p.m.

**Wage:** \$16.00 per hour

### **Qualifications**

- Highly motivated, confident Cerritos College student with a minimum GPA of at least 2.5.
- Demonstrate strong communication, leadership, and interpersonal skills.
- Exhibit initiative, dependability, and enthusiasm.

### **Preferred**

- Applicants who have reliable transportation.
- Computer proficiency and internet access.
- Bilingual (fluent Spanish/English) students are encouraged to apply.

### **How to Apply:**

- Learn more about [School Relations](#) and the [Virtual Welcome Center](#).
- Complete and submit the [Student Ambassador Questionnaire form](#).

For questions, contact School Relations by email at [schoolrelations@cerritos.edu](mailto:schoolrelations@cerritos.edu).



**Deadline to apply is Monday, December 6, 2021 by 12 p.m.**

# Cerritos College School Relations, Student Ambassador Position

APPLICATION QUESTIONNAIRE FORM – DUE MON., DEC. 6, 2021 by 12 PM

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The Cerritos College School Relations student ambassador program is a leadership opportunity for students who are dedicated to serving and representing Cerritos College. Student ambassadors will serve as representatives of the college to the campus and community.

**Period of Employment:** Wednesday, February 2, 2022 through Saturday, June 30, 2022. Employment may continue through the next academic year, if in good standing.

**Salary:** \$16.00 per hour

## Schedule

- **REQUIRED:** Mandatory weekly staff training and occasional Friday meetings, 1 - 4 p.m.
- Approximately 5-10 hours per week on average.
- Various hours scheduled to represent Cerritos College at K-12 schools, community, and virtual campus events. Occasional evening and weekend hours may be required.

## Responsibilities

- Lead campus tours, deliver presentations, assist prospective students with admission and enrollment, and support virtual events. These duties will be in-person and virtual.
- Develop an expanded knowledge of Cerritos College and enrollment steps.
- Conduct in-person and virtual campus tours for newly-admitted and future students
- Represent Cerritos College to K-12 and the community.
- Assist with virtual events including High School Counselor Conference and Senior Preview Day.
- Work with diverse populations and provide tips on being a successful college student.
- Maintain professionalism and a positive image of Cerritos College.
- Participate in mandatory weekly student ambassador training.
- All other duties as assigned.

## Qualifications

- Must be a currently enrolled Cerritos College student.
- Must have a cumulative GPA of at least 2.5.
- 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 leadership, initiative, dependability, discipline, and enthusiasm.

## Preferred

- Applicants who have reliable transportation.
- Computer proficiency and internet access.
- Bilingual (fluent Spanish/English) students are encouraged to apply.

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## DATES AND DEADLINES

### Monday, December 6, 2021, 12 pm

Student Ambassador Application Questionnaire are due.

### Thursday and Friday, December 9-10, 2021

Interviews for selected candidates will be scheduled via SignUpGenius link that will be provided. Interview times and dates are available on a first-come, first-served basis.

### Monday, January 10, 2022, 4:30 pm

- **Completed Human Resources application packet online and in-person submissions (by appointment only) due to Human Resources.**
- Human Resources application packet, submission details, TB test clearance, and LiveScan forms will be sent to prospective hires by School Relations by Monday, December 13.

### Wednesday, February 2, 2022

Board of Trustees approval for new hires.

### Friday, February 4, 2022

First day - mandatory orientation and training 1 - 4 p.m.

**REQUIRED:** Mandatory weekly staff training and occasional meetings on Fridays, 1 - 4 p.m.

## To Apply

1. Learn more about School Relations & the Welcome Center
  - a. <https://www.cerritos.edu/sr>; <https://www.cerritos.edu/WelcomeCenter.htm>
2. Complete and submit the [Student Ambassador Questionnaire form](#). Due at 12 pm, Monday, December 6, 2021.