

## Spring 2022

### Academic Support Ambassador (Panther Learning Lab and Early Support Program) Job

#### Description

#### Student Worker 1

#### REPRESENTATIVE DUTIES

- Greet students visiting the office (including virtual office). Answer phones, direct calls to correct staff and programs
- Conduct follow up calls with students. Schedule appointments as needed
- Develop and facilitate student success workshop
- Perform office and clerical duties related to recording keeping, distributing forms to staff and administrators, dropping off and picking up mail, creating file folders, and word processing documents.

#### KNOWLEDGE AND ABILITIES

- Willingness to create a welcoming and inclusive environment for students. Ability to work well with a diverse group students, peers, campus partners and faculty
- Ability to be empathetic to students having difficulties
- Requires moderate degree of subject knowledge and/or experience in the area assigned
- Tasks performed require a moderate degree of creativity and/or taking increased responsibility.
- Tasks performed require a moderate degree of independent judgment and/or decision making.
- Possess technical skills/proficiency necessary to work largely independently
- Must be able to apply rules and regulations with some guidance.
- Must possess the ability to maintain a professional attitude and behavior in all job-related interactions.
- Knowledge of computer technology, including student email, Canvas, Google, Zoom, Google Hangouts and Microsoft applications
- Ability to maintain confidentiality
- Good interpersonal and communication skills
- Tasks performed require some degree of independent judgment and/or decision making.

#### CONDITIONS OF EMPLOYMENT

- Must be enrolled in a minimum of 6 units at Hartnell College each semester
- Minimum cumulative GPA of 2.5 - 3.0 or above (3.0 or above preferred)
- \$15.00 per hour
  - 10 to 20 hours per week (not to exceed 20 hours per week)
  - Hours maybe completed in person and virtually
- Semester appointment (dependent on funding)

#### APPLICATION PROCEDURE:

Apply through the following link:

[www.hartnell.edu/students/programs/tutoring/become-tutor-or-si-leader.htm](http://www.hartnell.edu/students/programs/tutoring/become-tutor-or-si-leader.htm)