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