



STUDENT HOURLY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Outreach Ambassadors

DEPARTMENT: STUDENT AFFAIRS-COLLEGE PATHWAYS

FILING DEADLINE: Until Filled

REPRESENTATIVE DUTIES: (Some duties for the FALL 2021 semester may be in a virtual environment)

- Greet students and visitors
- Assist students in completing the application and registration process online using PAWS
- Assist students in locating student services and providing general information about financial aid, orientation, placement, admissions, counseling and other student/academic departments.
- Provide tours of the campus as needed and generally support student services as necessary
- Filing
- Utilizing all office equipment as it is intended
- Building information packets for outreach events, workshops and orientations
- Maintain table/bulletin boards around campus

KNOWLEDGE AND ABILITIES:

- Strong interpersonal skills
- Strong organizational skills
- Sensitivity to working with diverse student groups
- Comfortable working with computers and online applications

CONDITIONS OF EMPLOYMENT:

- Be a currently enrolled Hartnell student (for employment between semesters, the student must have been an eligible student employee during the previous semester)
- Must be enrolled in a minimum of 6 units during and throughout the semester
- Maintain a 2.0 GPA (cumulative & semester)
- Hours: 8-20 hrs (not to exceed 20 hrs per week)
- Salary \$ 15.00 an hour. (Student Worker III)

APPLICATION PROCEDURE:

The following items must be submitted by the filing date.

- A completed Hartnell College Application for Student Employment on Campus form.
- A copy of your Fall 2021 Class Schedule
- Submit the completed Application to Ariana Rodriguez via email at arodrigu@hartnell.edu