



**HARTNELL COLLEGE**

## **STUDENT HOURLY POSITION ANNOUNCEMENT**

**JOB CLASSIFICATION/TITLE: Outreach Ambassadors (Student Worker IV)**

**DEPARTMENT: STUDENT AFFAIRS – TRIO Upward Bound/Talent Search**

**FILING DEADLINE: Until Filled**

**REPRESENTATIVE DUTIES: (Outreach Ambassadors are placed at local high schools. Some duties for the FALL 2021 semester may be in a virtual environment.)**

- Provide tutorial support to high school participants
- Assist students in completing the application and registration process
- 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 target school sites

**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 2.5 GPA (cumulative & semester)
- Hours: 8-20 hrs (not to exceed 20 hrs per week)
- Salary \$ 16.00 an hour. (Student Worker IV)

**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 Cesar Velazquez via email at [cvelazquez@hartnell.edu](mailto:cvelazquez@hartnell.edu)