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