

Cabrillo Ambassador Program

Cabrillo College relies heavily on the leadership and participation of student leaders to assist prospective and current students with a variety of enrollment and financial aid needs. In order to meet the student demand, the Cabrillo Ambassador Program has been developed. Twelve student workers will be hired each year to serve in a variety of offices which provide services to students, including the Office of Outreach, the Welcome Center, Financial Aid, Career Services, the Office of the Vice President of Student Services, and the Transfer Center.

Responsibilities

Ambassador roles and responsibilities can be categorized into four basic areas:

- 1. Outreach and Assistance to Prospective and Current Students**

Ambassadors develop relationships with prospective and current students by phone, mail, email, text, social media, and with personal visits. The purpose of these contacts are to gather student information, answer questions, assist them to enroll in the college and apply for financial aid.

- 2. Campus Tours**

Ambassadors will also play a large role in helping students get familiar with the campus through campus tours. The Ambassadors will host students on campus, take them to visit departments, and introduce them to the services, resources and facilities they will have access to as a student at Cabrillo.

- 3. Office Hours**

Ambassadors assist Student Services personnel with various office or center duties designed to foster a more efficient and student friendly environment.

- 4. Special Events**

Ambassadors will participate in activities to help promote the college. Events include but aren't limited to Seahawks Take Flight, College and Career Night, Latino Role Model Conference, Fourth Grade Experience, Career and Job Fair, and other student activities.

Training

In order to receive adequate training, Ambassadors will be required to attend a mandatory paid training in the summer as well as monthly trainings throughout the year. Student Ambassadors will have an opportunity to participate in several professional development workshops and seminars designed to enhance their workplace skills.

Cabrillo Student Ambassador Program

REQUIREMENTS:

To be eligible to apply for this opportunity, students must meet the following requirements:

- #1. Be a Cabrillo student in good standing (academic and conduct)
- #2. Have and maintain at least a 2.75 cumulative GPA
- #3. Have 20 completed units by the end of fall, 2019
- #4. Be registered for at least 6 units for spring, 2020.

STEPS TO APPLY:

*Complete the Student Application Form.

*Provide an unofficial transcript which demonstrates units completed and GPA.

*Provide a copy of your spring, 2020 schedule.

*Attach a cover letter about why you want to be a Cabrillo Ambassador including any experience you have had in customer service, office support or event planning. This can include internships and volunteer work.

Submit a PDF of all required documents by January 7, 2020, to sugochis@cabrillo.edu or bring hard copies to the Welcome Center (Aptos) or the Student Resource Center (Watsonville). Attention: Sue Gochis.

**Students selected for interviews will be notified by January 10 and Interviews will be held during the week of January 13th. Students selected for the positions will be notified by January 17th and will be required to attend a mandatory, paid training on January 21st. Work schedule can begin as early as January 22 and ambassadors can work up to 20 hours a week.*