



North Hennepin
Community College

North Hennepin Community College

Student Ambassador Application Packet

Description:

The Student Ambassador program is a leadership opportunity for students who are dedicated to serving and representing North Hennepin Community College. Student Ambassadors provide campus tours, serve as an NHCC representative and perform duties at various North Hennepin Community College campus and community events. Student Ambassadors also serve at the Information Center where they act as a first point of contact to visitors, both by phone and in person.

We are currently looking for Student Ambassadors who want to serve in one, or both, of the following roles:

More detailed list of responsibilities on reverse.

- All-Around Ambassadors:
 - Work regular weekly hours assisting at the Admissions & Outreach Information Center welcoming public, managing phones and calendars, and assisting with various tasks related to events.
 - Serve as a knowledgeable first point of contact for guests to North Hennepin Community College
 - Conduct tours of North Hennepin Community College
 - Represent NHCC during college and community events
- Special Events Ambassadors:
 - Represent NHCC during college events such as Fast Track, Open House, and College Knowledge Month visit program
 - Conduct special visit campus tours for new students, schools, classes, new/prospective employees and guests
 - Sit on student panels for events.

Hours:

- **Required Staff Trainings will vary**
- Up to 15 hours per week, Office open M, Th, F: 7:30am-4:30pm, T-W: 7:30am-6:30pm
- Various hours representing North Hennepin Community College at campus and community events.
- *Depending on Student Ambassador role, evening and weekend hours may be expected.*

Schedules are determined based on your course schedule and current Student Ambassador staffing.

Salary: \$10.00 per hour

Contact:

Admissions & Outreach
Information Center, ES Building
763-424-0721 or jdahmes@nhcc.edu



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Please keep this page for your records.

Responsibilities of All-Around Ambassadors:

- Welcome and greet public at Admissions & Outreach Information Center
- Perform clerical duties and office responsibilities
- Provide various services and referrals to the campus
- Develop an expanded knowledge of North Hennepin Community College
- Conduct campus tours for new students, schools, classes, and guests
- Represent North Hennepin Community College during college events
- Assist with duties and tasks related to events put on by various North Hennepin Community College departments
- Work with diverse populations and exhibit the attributes of a successful student
- Learn and have a working knowledge of service area equipment such as computers, copiers, printers and more
- Assist students with general technical questions such as StarID retrieval, password reset, eServices use, student email and community use computer/printer stations
- Maintain work space appearance and professionalism
- Possess a willingness to work with groups in problem solving and decision-making to attain group goals and objectives
- Participate in mandatory Ambassador Team trainings
- All other duties as assigned

Responsibilities of Special Events Ambassadors:

- Assist with set-up and clean-up related to special recruitment events on campus such as Fast Track in July and December, Open House in April and College Knowledge Month in October
- Exhibit interpersonal and public speaking skills by representing North Hennepin Community College at special events in various ways which may include, but are not limited to, the following:
 - Lead tours of NHCC
 - Greet guests
 - Assist with check-in
 - Help students register for classes
 - Answer general questions about the event, school and admissions/enrollment processes
- Participate in student panels for groups visiting campus

Qualifications:

- Must be a currently enrolled North Hennepin Community College student
- Must be currently enrolled in at least 6 credits and be financial aid eligible
- Must maintain a cumulative GPA of at least 2.5
- Demonstrate strong communication (written and verbal) and interpersonal skills
- Exhibit leadership, initiative, dependability, discipline, enthusiasm and willingness to grow both personally and professionally
- Must be able to effectively lead campus tours, including leading consecutive tours and during all weather conditions
- All Ambassadors will remain in probationary status for the first 30 days.



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To apply, please complete and submit the following to the Admissions & Outreach Information Center or to Jessa Dahmes at jdahmes@nhcc.edu:

1. Completed application form.
2. Completed questionnaire.
3. Attach a copy of your class schedule.

Student Ambassador Application

First Name: _____ Last Name _____

Student ID #: _____ # of Credits for Current Semester: _____

Is your cumulative GPA over 2.5? *Circle One* YES NO New Student

How did you learn about the Student Ambassador job opportunity? *Circle One*

Student Ambassador Bulletin Board/Poster Professor/Instructor Website Friend

Information Center Other: _____

Street Address: _____ Apartment: _____

City: _____ State: _____ Zip Code: _____

Personal E-mail: _____ NHCC E-mail: _____

Cell Phone: _____ Other Phone: _____

Major Area of Study: _____ Expected Date of Graduation: _____

How long have you been enrolled at North Hennepin Community College? _____

What languages are you fluent in? _____

Please grade yourself in the following areas. Use the following scale.

O=Outstanding E=Excellent G=Good A=Average F=Fair

- | | |
|------------------------------------|---------------------------|
| ___ Attitude | ___ Organizational Skills |
| ___ Public Speaking | ___ Self-Motivation |
| ___ Communication Skills (Written) | ___ Team Oriented |
| ___ Interpersonal Communication | ___ Leadership |
| ___ Time Management | ___ Work Ethic |



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Prior Work or Volunteer Experience: Please begin with your most recent experience.

Employer or Organization: _____

Dates of Employment: _____ to _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____

Description of your duties:

Reason for Leaving: _____



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Please list any campus or community activities that you are/have been involved with.

Examples: clubs, organizations, community service, etc. Please list the most recent items first.

Organization/Activity	Position	Dates

Do you have any other commitments during the next upcoming semesters?

Example: off-campus work. If so, please list:

Please list at least three (3) references that are not related to you.

- 1. _____ Phone: _____
- 2. _____ Phone: _____
- 3. _____ Phone: _____

I certify that all the information provided on this application is accurate, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application, or may be considered grounds for dismissal after employment begins. I also understand that incomplete applications may not be considered.

Applicant's Signature

Date

How do you prefer to be contacted regarding your application? Phone, Text or Email? _____



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Student Ambassador Questionnaire

Please answer the following questions and attach to your application before submitting:

1. The Student Ambassador Program is an opportunity to learn leadership and interpersonal skills while also growing your network. At the same time, it is an important job on the North Hennepin Community College campus. What do you want to learn from this experience? What do you hope to contribute as a Student Ambassador?
2. Which Student Ambassador role are you most interested in? All-Around, Special Events or Both? What skills and qualities do you possess that make you a good fit for the role?

RETURN THE COMPLETED APPLICATION TO THE ADMISSIONS & OUTREACH INFORMATION CENTER, OR
JDAHMES@NHCC.EDU