



Student Employment - Student Ambassador - Student Outreach and Recruitment

Department: Student Outreach and Recruitment

Position Title: Student Ambassador

**Position Type: Both Work Study and Student Hourly
considered**

Job Description:

Student Ambassadors exist to provide quality customer service to prospective students and their families through campus tours, information sessions, event/outreach support, open houses, enrollment/registration assistance, and student panels. The Student Ambassadors will serve as the first point of contact for the college, respond to questions, and give directions from one of the information desks on campus. The Student Ambassadors are also responsible for assisting with mailing out information, maintaining a database of prospective students, and making outbound phone calls to current and future students.

General Student Ambassador Duties:

- Assist with organizing information sessions/events hosted or co-hosted by the Office of Student Outreach & Recruitment.
- Assist with tour planning and implementation
 - Attend student events as directed
- Attend ambassador meetings as directed
 - Attend ambassador professional development workshops and training opportunities
 - Maintain professional attire when acting in the ambassador capacity and as directed. Attire will be polo, sweat, or t-shirt provided by Red Rocks Community College for special events.

Job Requirements:

Applicants must have been a student at RRCC for at least one semester. Applicants must be in good academic standing taking 6 or more credit hours and must have a minimum 3.0 GPA. Good customer service and public speaking skills are necessary. Experience with Microsoft Office products and general computer skills are required. Must be reliable, have a strong work ethic and positive attitude. Successful candidates should be able to work 20 hours each week, be able to provide at least one letter of recommendation if requested, and be able to demonstrate active campus involvement. Student Ambassadors must be available to work special events occasionally held in the evening or on a weekend.

You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position.

Skills you will gain/enhance:

- Provides many opportunities for personal and professional growth in areas such as: customer service; communication and public speaking; how to work with diverse populations of people and people in authority positions; social networking; and how to lead groups of people.
- Provides many opportunities to work within a team
- Provides an opportunity to learn about the higher education process behind the scenes
- Enhanced skills with Office products and data entry software
- Professional development opportunities are provided for students whenever possible

Job Payment Information:

Wage: \$12.25/hour

Paid: Bi-weekly (Fridays)

How to Apply:

[Click here to apply for this position!](#)

For questions about this position, contact **Yvonne Pepping** at **303-914-6130** or Yvonne.pepping@rrcc.edu.

For questions about student employment in general, contact bob.miller@rrcc.edu.

This position will remain open until 2.28.2020.

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.