



## **Student Employment – Student Ambassador – Arvada Campus – Student Outreach and Recruitment**

**Department: Student Outreach and Recruitment**

**Position Title: Student Ambassador – Arvada Campus**

**Position Type: 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, event/outreach support, open houses, and student panels. The Student Ambassadors will serve as the first point of contact for the college, respond to questions, and give directions from the Welcome Desk or designated work space. 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. This position will also be responsible for assisting at the Welcome Desk with Enrollment and navigation of the Rock and Navigate portals.

## **General Student Ambassador Duties:**

- Provide Campus tours and present information on Health Sciences programs (*training and presentation materials will be provided*)
- Assist with organizing info sessions/events hosted or co-hosted by Student Outreach & Retention.
- Attend meetings as directed.
- Attend ambassador professional development workshops.
- Maintain professional attire when acting in the ambassador capacity and as directed. Attire will be provided by Red Rocks Community College.

## **Job Requirements:**

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 at least 10 hours per week, with a maximum of 20 hours per week. Experience with campus involvement ideal but not required. Familiarity with the Health Sciences programs ideal but not required. Student Ambassadors will be trained to cross-train with Lakewood Campus. Student Ambassadors must be available to work special events occasionally held during the evening/weekend hours.

**\*(DUE TO COVID, THIS MAY BE LIMITED TO VIRTUAL EVENTS).**

***Preferred: Applicants must have been a student at RRCC for at least one semester.***

***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:**

The Student Ambassador position 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. The position also provides an opportunity to learn about the higher education process behind the scenes and opportunities to attend events in the community. Professional development opportunities are provided for students whenever possible. TRAINING WILL BE PROVIDED PRIOR TO START.

## **Job Payment Information:**

**Wage:** \$12.50 per hour

**Paid:** Bi-weekly (Fridays)

## **How to Apply:**

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

For questions about this position, contact **Gina Jimenez** at [Gina.Jimenez@rrcc.edu](mailto:Gina.Jimenez@rrcc.edu) or **303-914-6030**.

For questions about student employment in general, contact Bob Miller at [Bob.Miller@rrcc.edu](mailto:Bob.Miller@rrcc.edu).

## **Title IX, Diversity and EEO Statement:**

*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](mailto:arnie.oudenhoven@rrcc.edu) or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 [deborah.houser@rrcc.edu](mailto: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.*