



995 North Reed Avenue, Reedley, CA 93654 Phone: 559-638-3641 FAX: 559-638-5040

Spring 2020

Dear Interested Student,

Thanks in advance for your interest in the Reedley College's College Ambassador Program. Attached you will find the **Coversheet** (which states the minimum qualification's) and the **Application**. After reading the coversheet, please fill out only the first 2 pages of the application.

After that, you will need to find one person to act as your reference (College Ambassador Reference Form). Your reference must be someone that knows you well from either work, church, family or other activities. They will need to put your name at the top and fill in their information at the bottom (where it asks for name, address, and number). These forms will be submitted with your application packet.

Finally, you will need to complete a **Personal Essay**. The essay should cover your educational background, work history and why you would like to work for the College Relations & Outreach office. The essay should be **no more** than 1 page.

Please submit your application, reference form, personal essay and a copy of your Spring 2020 schedule to the College Relations & Outreach office by: ASAP

Our office is located behind the Art Building in the "Center for Student Success 2 (CSS-2 on the RC MAP) next to the Music Building.

If you have any additional questions or concerns, email the College Relations and Outreach Office at rc.outreach@reedleycollege.edu or call 559-638-0311.

Thank you,

Dr. Kurt Piland
Director, College Relations & Outreach

College Ambassador Program

The College Ambassador Program was designed to establish linkages with the Reedley College's feeder high schools by providing practical, hands-on opportunities for currently enrolled college students to serve as liaisons with high school students interested in attending Reedley College. The College Ambassadors play a key role in the recruitment and retention process of potential students for the college. College ambassadors also serve as campus tour guides, peer advisors, and referral agents for students. The Ambassadors put a personal face on the College for potential students. The College Ambassadors take pride in assisting prospective students.

Eligibility:

The College Ambassadors will be selected on the following criteria:

1. Must be enrolled in a minimum of 6 units during the working semester.
2. Must maintain at least a 2.5 cumulative grade point average.
3. Must have daytime and evening availability. Ideally a minimum of 2 days availability (7:30am-4pm) to visit schools.
4. Must be available for evenings and weekends, when necessary.
5. Must possess a valid California Driver's License (*not a deciding factor*).
6. Must have reliable transportation with adequate insurance.
7. Must have strong oral and written communication skills.
8. Must exhibit professionalism in dress and behavior.
9. Must be sensitive to the needs of a diverse student population.
10. Must submit a copy of your class schedule with your application.
11. Must attend a personal interview with members of a selection committee.

If selected the selection committee will contact you to set up an interview.

Duties:

College ambassador must:

1. Attend training sessions and/or in-services, and staff meetings.
2. Comply with a schedule mutually agreed upon by the college ambassador and the program supervisor.
3. All College Ambassadors will help conduct campus tours, assist with on campus activities, informational mailings, provide Outreach services (which include high school outreach, college/career and street fairs, assist with Orientation, Applications, Financial Aid Workshops etc...) and other tasks as assigned.

How to Apply:

- Complete the attached application and submit it with one reference (form attached).
- Provide a personal essay (Please mention the following: skills, accomplishments, volunteering, clubs, work experience, and why you want to work for our program, etc.) *1 page max.*
- Provide a copy of your Spring Schedule.
- Provide a copy of your resume.
- Provide a copy of your **unofficial** transcript (can be accessed from WebAdvisor).
- Return your completed application (reference, personal essay, schedule, and resume) to the College Relations & Outreach Office.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COLLEGE RELATIONS & OUTREACH OFFICE EITHER IN PERSON (CSS-2), BY EMAIL AT RC.OUTREACH@REEDLEYCOLLEGE.EDU OR BY CALLING (559) 638-0311

Please place an "x" in the boxes below for the items when you are available to work in the program.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-8:50AM					
9-9:50AM					
10-10:50AM					
11-11:50AM					
12-12:50 PM					
1-1:50 PM					
2-2:50 PM					
3-3:50 PM					
4-4:50 PM					

If necessary, would you be able to do the following:

Are you available to work evenings? Yes _____ No _____

Are you available to work on weekends? Yes _____ No _____

**Reedley College | College Ambassador Program
REFERENCE FORM**

_____ is applying to Reedley College's College Ambassador Program.

Your rating of this candidate would assist us in the selection process.

1. In what capacity have you been associated with the student?

2. Cite an example of a leadership skill you have observed in this candidate.

1. Please rate this candidate's effectiveness in the following areas: (5-High, 1-Low)

AREA	5	4	3	2	1	N/A
Staff Relationships						
Community Relations						
Judgment						
Organizational Ability						
Leadership						
Sensitivity						
Written						
Oral Communication						
Personal Motivation						
Educational Values						
Health and Vitality						
General Academic						
Stress Tolerance						
Decisiveness						

Reference Name: _____
First
M.I.
Last

Position Email Phone

Thank you for your assistance. Please return this form in one of the following ways: return to the student for submission, via email rc.outreach@reedleycollege.edu or mail it to:
 Reedley College
 Attn: College Relations & Outreach Office, CSS-2
 995 N Reed Avenue
 Reedley, CA 93654