

Fall 2019

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 should be turned in with your application packet.

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

Please turn in the application, 1 College Ambassador Reference Form, personal essay, and a copy of your Fall 2019 Semester schedule to the College Relations and Outreach Office by Friday, June 20th by Noon.

NOTE: **Late applications will not be accepted.**

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.

Thanks and have a great day!

Dr. Kurt Piland

Director, College Relations & Outreach



995 N Reed Avenue, Reedley CA 93654
T: 559-638-0300 F: 559-638-5040
www.reedleycollege.edu



30277 Avenue 12, Madera CA 93638
T: 559-675-4800 F: 559-675-4820
www.maderacenter.com



P.O. Box 1910, 40241 Hwy 41, Oakhurst, CA 93644
T: 559-683-3940 F: 559-683-4193
www.oakhurstcenter.com

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 (highlighted ones are non-negotiable):

1. Must be currently enrolled in 12 units.
2. Must possess at least a 2.5 cumulative grade point average.
3. Must have strong oral and written communication skills.
4. Must have demonstrated a record of dependability in other assignments.
5. Must be sensitive to the needs of a diverse student population.
6. Must agree to attend a personal interview with members of a selection committee.
7. Must agree to dress, act, as a professional representative of this institution.
8. Must have a valid California Driver's License.
9. Must have 2 or 3 days available (7:30am-4pm) to support on campus events (tours/presentations).
10. Must be available for nights and weekends when necessary.
11. Must have reliable transportation with adequate insurance.
12. Must submit a copy of your class schedule with your application.

If selected the selection committee will contact you to set up an interview the week of June 24, 2019.

Duties:

1. College ambassador must:
 1. Attend training sessions and/or in-services in July/August.
 2. Comply with a schedule mutually agreed upon by the college ambassador and the program supervisor.
 3. Attend all staff meetings and any additional trainings/in-services.

2. 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:

1. Complete the attached application and submit it with one references (form attached).
2. Provide a personal essay (Please mention the following: skills, accomplishments, volunteering, clubs, work experience, and why you want to work for our program etc.)
3. Return your completed application, personal essay and reference to the College Relations and Outreach Office.

Thank you for interest. If you have any questions, please contact the College Relations and Outreach Office either in person (CSS-2) by email at rc.outreach@reedleycollege.edu or by calling (559) 638-0311.

SPECIAL SKILLS:

Experience, skills, or qualifications that especially qualify you for a position with the College Ambassador Program.

PLEASE READ CAREFULLY: Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I agree that if employed, falsified statements on this application may be considered sufficient cause for rejection of this application or dismissal, if employed.

Signature _____ Date _____

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

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:50 AM					
9:00-9:50					
10:00-10:50					
11:00-11:50					
12:00-12:50 PM					
1:00-1:50					
2:00-2:50					
3:00-3:50					
4:00-4:50					

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

Are you available to work evenings? Yes _____ No _____

If yes, days/hours available to work
No Pref. _____ M _____ T _____ W _____ Th _____ F _____

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

If yes, days/hours available to work
No Pref. _____ Sat _____ Sun _____

**Reedley College
College Ambassador Program
COLLEGE AMBASSADOR REFERENCE FORM**

_____ is applying for admission 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.

3. Please rate this candidate's effectiveness in the following areas:

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

Reference Name: _____
First
M.I.
Last

Address: _____
Phone

Thank you for assisting us with this task. Please return this form by the following ways: back to the applicant, via fax to (800) 643-0821, via email rc.outreach@reedleycollege.edu or mail it to: Reedley College, College Relations & Outreach Office, 995 N Reed Avenue, CSS-2, Reedley, CA 93654

OFFICE USE ONLY:		
Recommend for hiring _____	Would Not Recommend for Hiring _____	
Name _____	Position: _____	Date: _____