

Mt. San Antonio College

El Centro Student Ambassador

Join our El Centro Team

- Salary: \$16.25/hour
- 19 hours per week max (depending on budget and student's academic schedule; subject to change at any time)

Job Description

- Help plan and coordinate El Centro events and collaborations
- Work closely with the Bridge Program to create a welcoming environment for anyone who enters our building (The Bridge Office and El Centro)
- Create Social Media content and flyers to promote El Centro Events
- Attend all mandatory trainings, workshops, and attend all mandatory staff meetings
- Facilitate small and large group workshops with the support of professional staff
- Work closely and communicate with El Centro staff, Bridge staff, and KPLC professors.
- Have an inclusive attitude
- Demonstrate awareness of and sensitivity to issues of diversity including race/ethnicity, gender, sexual orientation, academic ability, age and socioeconomic status.
- Help with Inreach and outreach efforts by tabling, distributing flyers, and promoting El Centro events
- Help to maintain El Centro clean and organized at all times
- Promote El Centro services, programs and events to all students who walk into El Centro
- Visit El Centro's KPLC classes to inform students about upcoming El Centro events, services, important dates, and opportunities. Assist with delivering school supplies and promotional items to KPLC students; follow up with cohort to schedule counseling and advising appointments for Ed plans and Transfer information
- Make all students at El Centro feel welcomed, informed, and included.
- Assist the Bridge Program with the check-in process whenever there is an influx of students
- Attend Title V meetings at Mt. SAC

Minimum Qualification

- Must be a Mt. SAC student, enrolled with at least 6 units in the Fall and Spring semester
- Minimum Cumulative GPA: 2.5
- At least 2 semesters of attendance at Mt. SAC.
- Experience with and/or sensitivity to working with individuals from diverse backgrounds.
- Evidence of demonstrated leadership roles and/or skills.
- Evidence of college campus involvement.



Mt. San Antonio College El Centro Student Ambassador Application 2023

Application Deadline: Friday, March 10, 2023 by 4:00 pm

To apply, you must be a Mt. SAC student who enrolled with at least 6 units in the Fall 2022 and Spring 2023 semesters, and have a cumulative GPA of at least 2.5.

All of the following documents must be attached to your application In order to be considered for an interview:

- Student Ambassador application**
- Resume** (if you need assistance with your resume, please visit the Career Center, Bldg. 9B 2nd floor)
- A copy of your current unofficial transcripts**
- A copy of your registered courses for Spring 2023**
- Short-Answers (to questions on application)**
- Optional: One Recommendation form. Form can be turned in day of the interview.** (Recommendation form attached)

Complete ALL sections unless otherwise specified. Please type or print neatly

Personal Information

Full Name: _____ Mt. SAC I.D. # A _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Alternate Phone: _____

Email Address (please write one that you check frequently, as we will be communicating with you through email):

Academic Information

What term did you begin at Mt. SAC? (Summer, Fall, Spring, Winter): _____ Year: _____

Cumulative GPA: _____ Major: _____

Which of the following is your educational goal? Check all that apply.

AA or AS AAT or AST Certificate Transfer

Expected Transfer/Graduation Term and Year: _____

Are you a part of El Centro? Yes No

Short Answers

All applicants please type out your answers on a separate sheet and attach to application.

1. What is the role of an El Centro Ambassador and why do you want to be an Ambassador?
2. Describe any extra-curricular activities, volunteer work, leadership roles at Mt. SAC, and/or employment experience you have at Mt. SAC that is relevant to the Ambassador role.
3. Why do you think it is important to have a space like El Centro at Mt. SAC?
4. Is there anything else you would like to share with us?

I certify that my answers are true and complete to the best of my knowledge and I have submitted all required documents (application, resume, short answers, recommendation form (optional), copy of my current class schedule, and unofficial transcripts.)

Signature of Applicant

Date

Submit your completed application to:

Guadalupe Acosta, Professional Expert

Location: Mt. San Antonio College – El Centro, Student Success Center, Bldg. 9E Second Floor

1100 N. Grand Avenue

Walnut, CA 91789

You can also email your completed application to:

guadalupe.acosta@mtsac.edu



NAME OF APPLICANT _____ STUDENT ID # _____

SIGNATURE _____ DATE _____

The individual named above has applied for El Centro Student Ambassador Position at Mt. San Antonio College. The Interview Committee places great importance on the recommendation of college faculty members and others qualified to render judgment on the applicant's leadership potential and character. Please complete both sides of this form.

PLEASE PRINT OR TYPE:

Your Name _____ Title _____

College or Company Name _____

Telephone Number _____ Email: _____

How long have you known the applicant? _____

In what capacity? _____

In comparison with other students you have known, how would you rate this applicant with respect to the following qualities:

	<i>Below Average (Bottom 1/3)</i>	<i>Average (middle 1/3)</i>	<i>Good (Top 1/3)</i>	<i>Outstanding (Top 5%)</i>	<i>Inadequate opportunity to observe</i>
Intellectual ability					
Maturity					
Ability to work with others					
Written skills					
Oral skills					
Responsibility					
Adaptability					
Organization					
Ability to follow directions					

Overall, you:

- strongly recommend recommend this student
 recommend with reservations not recommended

Signature: _____ Date: _____

**If you wish to submit your recommendation form confidentially, please send to Guadalupe Acosta,*

Professional Expert: guadalupe.acosta@mtsac.edu