

## **Student Engagement Ambassador Job Description**

**Position Title: Student Engagement Ambassador**

**Location:** SLSC, Building 23, Lakewood Campus

**Department:** Student Life

**Reports to:** Manager of Student Engagement

**Hourly Rate:** \$17.00 hour

The Student Leadership and Service Center (SLSC) is an on-campus one stop shop for all things campus life where students and community members alike are greeted by friendly and trained CPTC student leaders. These student leaders help members of the CPTC community discover what is happening on campus, provide general information about on-and-off campus resources, and administer SLSC services, which include: student ID cards, bus passes/ORCA cards, and food pantry services.

### **Job Description:**

Student Inspired. Student-Focused.

Student Engagement Ambassadors are primarily responsible in creating a friendly, welcoming, and an inclusive space for CPTC students and community members. Student Engagement Ambassadors will provide services that includes but are not limited to: student ID cards, bus passes, food pantry, and hospitality station. Student Engagement Ambassadors work on average 8-12 hours per week and is dependent on center hours and student availability. Student Engagement Ambassadors may be able to work up to a maximum of 19 hours a week.

### **Job Responsibilities:**

- Administer student ID cards
- Administer bus passes
- Administer food pantry & personal care pantry
- Make sure hospitality station is fully stocked and cleaned
- Take inventory of food pantry supplies, student ID supplies and bus passes
- Check out various equipment items to students
- Provide excellent customer service
- Promote student success campaigns across campus & in the SLSC
- Plan, design, and set up the SLSC gallery wall
- Assist in the planning and facilitation of events and campaigns
- Market events, activities, and programs by putting up event fliers, posters, a-frames, and yard signs
- Provide access to MAMAVA station
- Participate in classroom visits, providing CPTC students with all of the information they need to know about the SLSC and Department of Student Life
- Participate in the Student Life Summer Training series
- Attend and participate in regular SLSC team and All Team Meetings

**Other Duties Assigned:**

- Administrative tasks as assigned
- Communicate effectively with and complete tasks assigned by the Manager of Student Engagement and/or department staff
- Complete the TPCHD Food Safety Training course, FERPA training and other training courses as needed
- Staff the Mobile Food Bank as needed
- Other duties as assigned