

STUDENT JOB DESCRIPTION

JOB TITLE: Student Ambassador

WORK AREA: Welcome Center/Student Life

AREA HOURS: 10-15

(Indicate in hours the amount of work hours needed per student to accomplish workload.)

JOB RESPONSIBILITIES, DUTIES:

- Serve as a positive representative of RCTC by connecting with prospective and current students.
- Lead campus tours, both small group and large group visits
- Participate in Preview Day events
- Serve as an Orientation assistant during new student Orientation & Registration sessions
- Provide assistance with communicating to prospective and current students via telephone, email, or in-person.
- Assist with the preparation and execution of Student Life activities
- Check in students at Hive Supply as needed
- Update campus display cases and bulletin boards
- Assist with Student Life social media efforts

PERFORMANCE EXPECTATIONS/CONDUCT:

- Incorporate RCTC values, service attributes, and core outcomes
- Be punctual and if you will miss a scheduled time, please contact other team members to see if they can pick up your time before contacting your supervisor
- Be open to constructive criticism. It is an evolving and fluid place where things change all the time
- Be honest and keep up with timekeeping

Will this position require any driving of RCTC's State owned vehicles or a personal vehicle?

☒ Yes ☐ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

3-4 Academic Year

3 Summer (June-August)

TYPICAL WORK HOURS:

(Check all that apply)

☒ Daytime ☒ Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Tom Kacir
Location: Welcome One Stop Center
Phone: 507.280.5013
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