



Student

Ambassador

Application

2023-2024

**Application
Deadline**

Friday, December 1, 2023

Student Ambassador POSITION

POSITION OVERVIEW

JOB TITLE	Student Ambassador
DEPARTMENT	Student Services
LOCATION	South Charleston and Montgomery Campuses
LENGTH	For Spring 2023. Applications accepted as needed.
PAY	Full or partial tuition waiver (based on hours worked, covers cost of in-state tuition) - 10 hours/week = partial tuition waiver (roughly 2/3 of tuition) - 15 hours/week = full tuition waiver
SUPERVISOR	Interim Dean of Students <i>Carla.Blankenbuehler@bridgevalley.edu</i> (304) 205-6706 South Charleston B2000, 032

JOB DESCRIPTION

Student Ambassadors represent BridgeValley and serve as official goodwill representatives of the College.

Responsibilities of Student Ambassador include but are not limited to:

- Work alongside the Division of Student Affairs and Office of Student Life to plan, staff, and set-up for campus events, activities, and programs
- Assist in staffing information tables at career, college, and community events
- Staff the Welcome Desk on respective campuses, providing a friendly and supportive environment for students and members of the public. This includes directing people to the appropriate offices, assisting with questions, and answering phones and/or emails while providing excellent customer service.
- Assist the Division of Student Affairs in conducting group or individualized campus tours both when requested and at Open House and Orientation events
- Administrative/clerical duties such as filling, preparing correspondence, and calling prospective and continuing students about important College information
- Collaborate with the Division of Student Affairs to create event flyers, social media posts, bulletin board designs, and similar creative needs

Candidate Requirements

- Be a full-time student enrolled in at least twelve (12) credit hours
- Be in good standing, free of disciplinary action, and maintain at least a 2.5 GPA
- Microsoft Office (Word, Excel, PowerPoint)
- Provide excellent customer service with a positive and optimistic demeanor
- Receptive to training and willingness to be a team player
- Be of good character, being loyal and dedicated to the College
- Be comfortable speaking in front of individuals and large crowds
- Must be able to work a minimum of 10 hours a week but can work up to 15 hours a week
- Must be flexible and able to work some evening and Friday events (within your availability)

Student Ambassador Application

Please submit this form, the questionnaire, a copy of your unofficial transcript, and two letters of recommendation from BridgeValley faculty and/or staff to Carla Blankenbuehler (Carla.Blankenbuehler@bridgevalley.edu; B2000 032)

NAME _____ B# _____

BRIDGEVALLEY EMAIL _____

PROGRAM/MAJOR _____

ADMISSION DATE _____ ANTICIPATED GRADUATION DATE _____

CURRENT ADDRESS _____

PRIMARY PHONE _____ IS THIS A CELL OR HOME PHONE? _____

CUMULATIVE GPA _____ *Please attach a copy of your unofficial transcript*

WHAT DAY(S) OF THE WEEK ARE YOU AVAILABLE TO WORK?

(Please circle all that apply. Please note that we have a flexible work schedule with some special events occurring after hours or on the weekend.)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

PLEASE DESCRIBE ANY COMPUTER OR SOFTWARE SKILLS YOU HAVE:

(i.e., Microsoft Office, social media platforms, Canva, etc.)

PLEASE LIST ANY CLUBS, VOLUNTEER ACTIVITIES, OR OTHER ORGANIZATIONS YOU'RE INVOLVED IN:

I, _____ hereby give my consent to review of my records to verify that I am enrolled at BridgeValley and in good standing. I understand that this information will be kept confidential.

Signature: _____ Date: _____

Student Ambassador QUESTIONNAIRE

Please submit this form, the questionnaire, a copy of your unofficial transcript, and two letters of recommendation from BridgeValley faculty and/or staff to Carla Blankenbuehler (Carla.Blankenbuehler@bridgevalley.edu; B2000 032))

- 1. Why do you want to be a Student Ambassador?**
- 2. What skills or characteristics do you possess that would make you a good Ambassador?**
- 3. What skill would you want to improve or acquire as a Student Ambassador?**
- 4. In your opinion, what are the two most important needs of new students?**
- 5. Student Ambassadors serve as role models to students as well as representatives of BridgeValley. In what ways do you consider yourself a good role model?**
- 6. Briefly share any previous leadership experience you've had and explain, in your opinion, what makes a good leader?**

Signature: _____ Date: April 25, 2023