



# STUDENT AMBASSADOR APPLICATION



2024-2025

**Application Deadline**  
**Friday, June 28, 2024**



# Student Ambassador POSITION

## POSITION OVERVIEW

<b>JOB TITLE</b>	Student Ambassador
<b>DEPARTMENT</b>	Student Services
<b>LOCATION</b>	South Charleston
<b>LENGTH</b>	For Fall 2024. Applications accepted as needed.
<b>PAY</b>	Full or partial tuition waiver (based on hours worked, covers cost of in-state tuition) <ul style="list-style-type: none"><li>• 10 hours/week = partial tuition waiver (roughly 2/3 of tuition)</li><li>• 15 hours/week = full tuition waiver</li></ul> *Work Study pay is also available to those who qualify
<b>SUPERVISOR</b>	Director of Student Engagement and Leadership <a href="mailto:Rachel.Harper@bridgevalley.edu">Rachel.Harper@bridgevalley.edu</a> (304) 205-6785 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 filing, 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 Rachel Harper (Rachel.Harper@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

**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 Rachel Harper (Rachel.Harper@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: \_\_\_\_\_