

DVC Student Ambassador Application 2018-19

Pleasant Hill Campus

It is highly recommended that you thoroughly review the "Student Ambassador Overview" to ensure that you meet the minimum requirements of the program and that you are submitting all required materials. www.dvc.edu/ambassadors

Please type or neatly print your application in blue or black ink.

Personal information

Name: _____
(Last) (First) (MI) (Preferred Name)

DVC ID #: _____ Major/program of study: _____

Mailing address: _____

Phone: _____ Email address: _____

High school attended, if in California: _____

Number of units completed at DVC: _____ Cumulative DVC GPA: _____

List any languages spoken/written **fluently** other than English: _____

Have you completed a Free Application for Federal Student Aid (FAFSA)? Yes No

What is your anticipated graduation/transfer date? _____

Campus and community involvement

Please list no more than four activities, starting from your most recent. We are interested in experiences such as volunteer and community service, student government, campus organizations, youth groups, sports teams, tutoring, etc.

Organization	Position(s) held	Dates of involvement	Responsibilities
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment history

Please list paid work experience, if any. List no more than three jobs, starting from your most recent:

Dates	Employer	Position	Responsibilities
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you currently employed? Yes No If yes, where? _____

How many hours per week? _____

Skills and interests

Please check the Student Ambassador responsibilities which you are interested in becoming involved:

- Assisting new students with DVC application, assessment and registration processes
- Greeting and assisting visitors and students at reception desks in person, by phone, and by email
- Leading campus tours for students, families and visitors
- Giving presentations to both large and small groups
- Online social networking with future and current DVC students
- Creating flyers, handouts and other documents to help students with enrollment tasks
- Participating in high school enrollment presentations, open houses, college nights, workshops and fairs

Availability

Student Ambassadors are required to work a minimum of 10 hours per week when classes are in session. Considering your current class schedule and other hours committed to work, family activities, leadership positions, and additional obligations, please list your available times to work as a Student Ambassador. Write "N/A" on days you are not available to work.

	Spring 2018	Summer 2018 <i>**summer hours are not required**</i>
Mondays		Are you interested in working during the summer? Yes No (please circle one)
Tuesdays		
Wednesdays		
Thursdays		
Fridays		
Saturdays		

Letter of interest

Please **attach** a typed letter of interest (no more and no less than one typed page in length) that addresses the reason for your interest in becoming a Student Ambassador as well as your qualifications for the position.

References

As part of the application packet, you are required to submit two Reference Forms (not from students or family members). Your references may include (but are not limited to) faculty/teachers, advisors, current or former employers, coaches or counselors. **At least one of these references must be from a DVC employee.**



By signing below, I certify that the previous statements and answers are true to the best of my knowledge and I give permission for DVC personnel to verify my academic standing and check my references. I understand that if I am selected for a Student Ambassador position based on information later found to be false, I may be terminated from employment.

Signature: _____ Date: _____

Applications due by 5pm on Wednesday, March 7, 2018
Submit completed application packet to:

Pleasant Hill Campus
 Mercy Pono
 Outreach and Welcome Services Coordinator
 SSC-120 (Welcome Services)
mpono@dvc.edu

San Ramon Campus
 Ann Uawithya
 Student Services and Instructional Support Coordinator
 W-109
auawithya@dvc.edu