

Diablo Valley College
Student Ambassador Application 2019-20

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: _____ # of units currently enrolled: _____

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

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

Which campus are you applying for? Pleasant Hill San Ramon

What is your anticipated graduation/transfer date? _____

Did you begin attending DVC in either summer or fall 2019? Yes No

***Please note: We are only considering 1st semester (summer/fall 2019) students during this hiring process. If you are not a 1st semester student, you can apply during the spring 2020 semester.*

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 you are most interested in becoming involved:

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

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 the times you are available to work as a Student Ambassador. Write "N/A" on days you cannot work.

	Fall 2019
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	Are you available to work occasional Saturdays? YES NO

Letter of interest

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 the position as well as your qualifications.

References

Submit two completed 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 an employee of the high school you graduated from.** Go to www.dvc.edu/ambassadors to download the form.



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: _____

Application packets are due by 5pm on Thursday, September 19, 2019

Submit completed application packets to:

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

San Ramon Campus
JoAn Abenoja-Fisher
Administrative Assistant
West Lobby, Information Desk
jabenoja@dvc.edu