Diablo Valley College
Student Ambassador Application 2021-22

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 in blue or black ink.

Personal information

Name: ____________________________________________
  (Last) _______________________________________
  (First) _______________________________________
  (MI) ________________________________________
  (Preferred Name) _____________________________

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

Mailing address: ______________________________________________

Phone #: ____________________________
Insite email: ______________________________________________

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 2021?
  ☐ Yes ☐ No

Campus and community involvement

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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position(s) held</th>
<th>Dates of involvement</th>
<th>Responsibilities</th>
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Employment history

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>Position</th>
<th>Responsibilities</th>
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Are you currently employed? ☐ Yes ☐ No
If yes, where? ____________________________________________

How many hours per week? ____________________________
Skills and interests

Please check the Student Ambassador responsibilities that interest you:

- 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
- Assisting students virtually via zoom and other online programs

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.

<table>
<thead>
<tr>
<th>Fall 2021</th>
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<tbody>
<tr>
<td>Mondays</td>
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<td>Tuesdays</td>
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<td>Wednesdays</td>
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<td>Thursdays</td>
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<td>Fridays</td>
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<td>Saturdays</td>
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<td>Are you available to work occasional Saturdays?</td>
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<td>YES</td>
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<td>NO</td>
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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

Prepare to provide two references upon request.

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: ___________________________

Submit completed application and letter of interest to:

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

updated 8.30.21