Diablo Valley College
Student Ambassador Application 2020-21

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](http://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? __________________________

**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.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position(s) held</th>
<th>Dates of involvement</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
<tr>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
<tr>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
<tr>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

**Employment history**

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>__________________</td>
</tr>
<tr>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>__________________</td>
</tr>
<tr>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Spring 2020</th>
<th>Summer 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesdays</td>
<td></td>
<td>Are you interested in working during the summer?</td>
</tr>
<tr>
<td>Wednesdays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursdays</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Fridays</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Saturdays</td>
<td>Are you available to work occasional Saturdays?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

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 11, 2020
Submit completed application packet to:

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

San Ramon Campus
JoAn Abenoja-Fisher
Program Assistant
West 129
jabenoja@dvc.edu