

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

	<b>Spring 2019</b>	<b>Summer 2019</b> <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	Are you available to work occasional Saturdays?  YES      NO	

**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 13, 2019**  
**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**  
 Yasmine Flaggs  
 Program Assistant  
 West Lobby, Information Desk  
 yflaggs@dvc.edu