



Trenholm State Community College Student Ambassador Program APPLICATION PACKET

The Student Ambassador Program is a leadership opportunity for students who are dedicated to personal and professional growth by serving and representing Trenholm State Community College. Student Ambassadors provide campus tours, serve as a TSCC representative and perform duties at various TSCC campus and community events. Student Ambassadors also serve within Student Services and act as a first point of contact to visitors in person.

Application Deadlines:

Friday, August 31, 2018 by 11:30 am

Turn application in to Student Services:
Patterson Campus - Building D (Auditorium)
Trenholm Campus - Building F or
email sga@trenholmstate.edu.

Period Commitment:

Academic Year Fall 2018 - Spring 2019
Summer post may be available on a case by case basis.

Availability: Flexibility

- **REQUIRED: Ambassador meetings - Wednesdays, 3pm-4pm**
- **REQUIRED: Leadership meetings as called by the SGA and Advisor**
- Various hours representing Trenholm State Community College at various campus and community events. *Campus Tours. Evenings and some weekend hours may be required.*

Important Dates:

August 31, 2018 11:59 am	Student Ambassador Applications Due
September 5, 2018	Interviews for selected applicants will be scheduled
September 22, 2018	Mandatory Leadership Training
September 17-21	Student Welcome Week

Student Ambassador Benefits:

Tuition and fees only Scholarship (*books excluded*)



Please keep this page for your records.

Responsibilities

- Welcome and greet public in Student Services.
- Provide various services and referrals to the campus.
- Develop an expanded knowledge of Trenholm State Community College (TSCC).
- Conduct campus tours for new students, schools, classes, and guests.
- Represent Trenholm State Community College during college events.
- Assist with duties and tasks related to events put on by various Trenholm State Community College departments.
- Work with diverse populations and provide tips on being a successful student.
- Answer and assist with general questions regarding the TSCC.
- Maintain personal appearance and professionalism at all times.
- Possess a willingness to work with groups in problem solving and decision-making to attain group goals and objectives.
- Participate in a mandatory Ambassador Team training.
- All other duties as assigned

Qualifications

- Must be a currently enrolled student at Trenholm State Community College.
- Must be currently enrolled in at least 12 credit hours or be registered for 12 credit hours the semester the position would begin.
- Must have a cumulative GPA of at least 2.5.
- Position has a one academic year commitment. (Fall 2018-Spring 2019)
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline, enthusiasm and willingness to grow both personally and professionally.
- Must be able to effectively lead campus tours. Including leading consecutive tours and during all weather conditions.
- The hiring of all candidates that are selected for positions is tentative until a criminal background and TSCC conduct check is completed.

Instructions for Application:

Please print or type

Turn application in to Student Services:

Patterson Campus - Building D (Auditorium)

Trenholm Campus - Building F or

email: sga@trenholmstate.edu



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To apply, please complete and submit the following:

1. Completed application form.
2. Complete questionnaire.
3. Turn in application *before* deadline.

Student Ambassador Application

First Name: _____ Last Name: _____

Student ID #: _____ Credit Hours Fall Semester: _____

Is your cumulative GPA over 2.5? Yes No New Student

How did you learn about the Student Ambassador job opportunity?

Orientation 101/SOAR Student Ambassador/SGA College Website

Friend Advisor Social Media Other: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Student E-Mail: _____

Major Area of Study: _____ Expected Date of Graduation: _____

How long have you been enrolled at Trenholm State Community College? _____

What languages are you fluent in? _____

Please grade yourself in the following areas. Use the following scale.

O=Outstanding E=Excellent G=Good A=Average F=Fair

- | | |
|------------------------------------|---|
| ___ Attitude | ___ Organizational Skills |
| ___ Public Speaking | ___ Self-Motivation |
| ___ Communication Skills (Written) | ___ Team Oriented |
| ___ Interpersonal Communication | ___ Work Ethic |
| ___ Time Management | ___ Computer Skills |
| ___ Leadership | ___ Cultural Awareness or Cultural Competency |



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Prior Work or Volunteer Experience: Please begin with your most recent experience.

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____

Employer or Organization: _____

Dates of Employment: _____ to _____ Your Title: _____

Description of your duties:

Reason for Leaving: _____



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Please list any campus or community activities you are involved with.

Examples: clubs, organizations, community service, etc. Please list the most recent items first.

Organization/Activity	Position	Dates

Do you have any other commitments during the 2018-19 academic year?

Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

Please list at least three (3) references that are not related to you.

1. _____ Phone: _____
2. _____ Phone: _____
3. _____ Phone: _____

I certify that all information provided on this application is accurate and true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for removal after appointment begins. I also understand that incomplete applications may not be considered.

Applicant's Signature

Date



Student Ambassador Questionnaire

Important to note!

- All questions must be answered in order to complete the Student Ambassador Application process or your application will not be considered.
- All answers **must be typed**.

Please answer the following question and attach to your application before submitting:

1. The Student Ambassador Program is a leadership training program as well as position of responsibility. What do you want to learn from this experience? What do you hope to contribute?

Application Selection Process

1. **After the application due date, applications are reviewed for eligibility.** (Applicants must have a 2.5 GPA or higher for the semester and cumulatively and plan to register for at least 12 credit hours in the semester. New students without a GPA are exempt.)
2. **Names are removed from applications during committee review.**
3. **Committee reviews and grades applications with a scale of 1-5 on the following:**
 - a. **Time/Effort** - Candidate took time to follow directions, information is organized, professional, and formatted.
 - b. **Complete** - Application was intact with all pages/questions, each section was filled out with info or N/A, references were included, and applicant may have attached additional items such as resume, cover letter, letters of recommendation.
 - c. **Content** - Responses to questions were well thought out or complete, student appeared interested in leadership experience, demonstrated understanding and desire to be an ambassador and a willingness to grow.
4. **Applications with high scores in the above areas are selected for the interview process.**