



# 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 09, 2019 by 11:30 am**

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

**Period Commitment:**

Academic Year Fall 2019 - Spring 2020  
Summer post may be available on a case by case basis.

**Availability: Flexibility**

- **REQUIRED: Ambassador meetings - TBD as needed**
- **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 09, 2019 11:59 am	Student Ambassador Applications Due
August 19, 2019	Interviews for selected applicants will be scheduled
August 26-30, 2019	Student Welcome Week

**Student Ambassador Benefits:**

Tuition and fees only Scholarship (*books excluded*)



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*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 2019-Spring 2020)
- 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



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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:

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Reason for Leaving: \_\_\_\_\_

**Employer or Organization:** \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Your Title: \_\_\_\_\_

Description of your duties:

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Reason for Leaving: \_\_\_\_\_

**Employer or Organization:** \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Your Title: \_\_\_\_\_

Description of your duties:

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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:

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**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.

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Applicant's Signature

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Date



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## Student Ambassador Questionnaire

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### 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

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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.**