Job Description

Job Title: Student Ambassador
FLSA Status: Non-Exempt – Part Time
Grade: N/A – Student Employment
Department: Student Services
Reports to: Assistant Dean of Recruitment and Retention

Job Summary

Our Pronghorn Student Ambassadors are champions of the Gillette College student community. They represent Gillette College at a variety of campus, community, and virtual events to spread the word about the college’s academic programs and student services. We are looking for a diverse group of personalities that can work together to show off our Pronghorn pride!

Essential Duties and Responsibilities

• Campus Tours
• Staffing the Welcome Desk in the Main Building
• Social Media Takeovers and Content Creation
• Student Panels and Testimonials
• College event planning and staffing
• Staffing and providing services in the Library and Tutor Center
• Other duties as assigned

Knowledge, Skills, and Abilities Required by the Position

• Knowledge of the Family Educational Rights and Privacy Act (FERPA)
• Knowledge of the College’s Policies, Procedures, and Student Code of Conduct
• Interest in student leadership
• Ability to work well with others as part of a collaborative team
• Excellent communication skills, both verbal and written
• Possesses creativity and the ability to propose and initiate new ideas
• The ability to be flexible, prioritize activities and manage multiple tasks efficiently
• Basic computer skills and a familiarity with Microsoft Word, Microsoft Publisher, and Microsoft Excel.

Working Conditions/Physical Requirements

• Office working conditions - moderate periods of sitting and standing
• Some lifting may be required

Supervisory and Management Responsibility

• None
Minimum Qualifications

- Good Conduct and Academic Standing with the college
- Pursing a certificate or degree
- Currently enrolled at Gillette Community College District
- Cumulative GPA is 2.0 or greater

HOW TO APPLY:
Email the GCCD application (found online at https://gillettecollege.org/about/careers) to tgardner@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer
Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Ted Gardner, Interim Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or tgardner@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.