



JOB CODE: SS/AM01

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
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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

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