

Job Description

Job Title: Student Ambassador

FLSA Status: Non-Exempt – Part Time

Grade: N/A – Student Employment

Department: Student Services

Reports to: Director of Recruitment and Retention

Job Summary

Pronghorn Student Ambassadors are passionate students who inspire the next generation of Gillette College students through promotion, mentorship, and innovative thinking. As an ambassador, you will represent Gillette College on and off campus.

Essential Duties and Responsibilities

Pronghorn Ambassadors will perform various duties and services as Gillette College representatives. Duties to include but are not limited to:

- Organize and participate in events that benefit the school and wider community

i.e., recruitment events, college events, community events, scholarship events, and any college or community-related activities.

- Lead campus tours for potential students and campus visitors.
- Participate in student panels and give student testimonials if requested.
- Support Enrollment staff with various student-driven tasks.

Develop and implement a variety of recruitment and retention activities.

Knowledge, Skills, and Abilities Required by the Position

- Willing to obtain knowledge of the Family Educational Rights and Privacy Act (FERPA)
- Willing to learn and follow the Student Code of Conduct, the College's policies, and procedures.
- Interest in student leadership
- Ability to work well with others as part of a collaborative team
- Strong communication skills; verbal, non-verbal, and written
- Ability to propose, initiate, and create new ideas for recruitment and student engagement
- The ability to be flexible, prioritize activities, and manage multiple tasks efficiently

- Basic computer skills and a familiarity with Microsoft Office products

Working Conditions/Physical Requirements

- Office working conditions - moderate periods of sitting and standing
- Some lifting may be required
- Ability to give tours in less-than-desirable weather

Supervisory and Management Responsibility

- None

Minimum Qualifications

- Good Conduct and Academic Standing with the college what is good conduct?
- Currently enrolled in a degree or certificate program at Gillette Community College District.
- Cumulative GPA is 2.0 or greater

Is there a minimum as to the number of credits the student must have earned or carrying?