Peer Ambassador Program

The Student Success Center invites you to apply to be a Peer Ambassador. Peer Ambassadors are trained to assist with student needs in various areas of campus life as well as represent the office and the College.

Qualifications:

- Pride in Virginia Highlands Community College and enthusiasm towards the college experience.
- Friendly, welcoming demeanor and dedication to assist students and staff.
- Dependable, responsible, professional and possess the ability to work autonomously.
- Strong interpersonal communication skills (including the ability to speak in front of groups of people) and attention to detail.
- Good academic standing and a broad understanding of campus resources.
- Basic computing skills.
- Minimum of 12 credits earned at VHCC (excluding dual enrollment classes).

Responsibilities:

- Assist students by answering questions and explaining VHCC requirements, policies and procedures; scheduling counselor appointments; teach students how to navigate SIS; and work with students in scheduling their courses in SIS following the student's Transition Session.
- Encourage student involvement in student organizations, events and programs.
- Provide campus tours to potential students and visitors.
- Aid the Student Success Center with student events and activities.
- Complete routine office work.
- Additional responsibilities as assigned.

Salary: $8.00/hour with a semester end bonus of $1.00/hour for total hours worked. Bonus will be given upon the completion of each semester.

Terms of Employment: Extensive training required May 15-17, 2013. Possibility to work up to 29 hours/week in summer (dependent on number of students hired who are work study approved and money available from financial aid). Work study approval is not required for employment. 10 hours/week during Fall/Spring semesters. Must intend to attend VHCC for entire 2013-14 school year.

To Apply: Bring the attached application, two recommendations, summer & fall class schedule and a current copy of your degree progress report to the Student Success Center (ISC 128) by Friday, April 12th at 5pm. Upon review of applications, interviews will be scheduled the week of April 29th. For questions contact Heather Deskins, SSC Administrative Assistant at 276-739-2438 or hdeskins@vhcc.edu.

Peer Ambassador Application
2013-14

Name _____ EmplID _____

Phone # (Cell Preferred) _____ VHCC Email _____@email.vccs.edu

# of credit hours that will be completed after Spring 2013 _____ GPA _____

Major _____ When do you expect to graduate/transfer?_____

Are you currently eligible for work study? _____

Why do you want to be a Peer Ambassador? _____

_____

_____

What skills do you bring to the position? _____

_____

_____

College/Community Involvement (Brief Overview): _____

_____

_____

Previous Work Experience (Brief Overview): _____

_____

_____

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Peer Ambassador Recommendation

*One reference must be a VHCC employee. References should be able to address applicant's work ethic and performance.

_____ (Applicant's Name) is applying for a Peer Ambassador position at VHCC. This leadership position calls for students to assist their peers' needs in various areas of campus life as well as represent the College.

Reference Name _____ Phone Number _____

How long have you known the applicant? _____

In what context do you know the applicant: _____

_____

Please rate the applicant on current performance/skills regarding the following:

	N/A	Below Average	Average	Above Average
Leadership potential:	1	2	3	4
Knowledge of VHCC	1	2	3	4
Responsibility	1	2	3	4
Attention to Detail	1	2	3	4
Work Ethic	1	2	3	4

Why do you feel this applicant would be a successful Ambassador? _____

_____

Please provide any other pertinent information: _____

_____

_____

_____

Please return this recommendation in a sealed envelope to the applicant *
Application materials are due Friday, April 12th at 5pm. For questions contact Heather Deskins, SSC Administrative Assistant at 276-739-2438 or hdeskins@vhcc.edu.

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