

Have you got what
it takes to be a
leader?!



BROOKDALE
COMMUNITY COLLEGE
NEW JERSEY'S #1 ASSOCIATE DEGREE COLLEGE

2010-2011
Student Life & Activities and
Recruitment Services
Student Ambassador
Application

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

—John Quincy Adams

Brookdale Community College
Student Life & Activities and Recruitment Services
Student Ambassador
Job Description

The Student Ambassador is directly involved in all aspects of the program and will:

1. Serve as a positive role model for all students
2. Maximum 20 hours per week according to federal law.
3. Abide by and enforce all college rules and regulations
4. Serve as a resource person and work closely with Student Life Staff
5. Be available to answer any student's questions regarding any social/academic concerns
6. Attend formal training session throughout the semester
7. Aid with emergencies that could occur throughout the year
8. Participate in special programs such as Open House, College Night and events.
9. Conduct Campus Tours
10. Make courtesy phone calls to students, staff and the community.
11. Assist or take lead in setting up, breaking down or clean rooms for events
12. Represent Brookdale Community College at a variety of off campus events, such as College Nights
13. Assist management team with coordinating large student activities/events. May be responsible for all aspects of planning and execution of successful events.
14. Attend regular training classes designed to enhance leadership, career and personal development.
15. Act as a Brookdale Community College representative during college functions. Deliver presentations to potential students, parents and community members on the college's history and current programs.
16. Demonstrate teamwork by coaching and training new student ambassadors and mentoring first year students.
17. Manage information desks and the arcade in the Student Life Center. Duties include: Directing callers to appropriate party, providing excellent customer service to students, faculty and guests, to perform general administrative duties and to work on special projects as assigned. You will be asked to collect monies, take picture ID's and provide data entry.
18. Other duties include:
 - Working on scheduled weekends
 - Assist student life and activities department

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Eligibility Requirements

- Candidates must have a grade point average of 2.5 or above (may be waived for first year students)
- Candidate must be registered for at least 6 credits in Fall semester
- Completed at least one 15 week semester or a total of 12 credit (may be waived for first year students)
- Be willing to commit to an agreed upon schedule for at least one semester
- Be willing to adhere to the Ambassador Dress Code and present a well groomed and professional appearance
- If you are employed outside the college, you must inform your employees that you will be unable to work during the training sessions during the semester.
- Candidates must complete the application and return it to Student Life and Activities (SLC 101).
- Candidates must have two reference forms completed and returned to Student Life and Activities (SLC 101). One of these references must be completed by a Brookdale Community College faculty or staff member.
- Candidates must sign up for an interview in the Student Life and Activities Office (SLC 101) when he/she turns in his/her application. A member of the Student Life and Recruitment Services Staff will interview all students.
- Must be available to work Mondays from 4pm-5pm for team meetings and SALI workshops.

Selection Criteria and Qualifications

Preferences will be given to Brookdale Community College students who have demonstrated the following:

- Helping fellow students be successful at Brookdale Community College.
- Academic success at Brookdale Community College measured by a minimum GPA of 2.5
- History of student leadership/involvement in student life
- Sensitivity to and interest in issues of diversity and community service
- Interest in working closely as a team member of the Student Life Center
- Enthusiasm for Brookdale Community College, its students, staff, faculty and academic life
- Ability to model appropriate behavior, goal setting and mentoring for all students

If you have any questions, please call the office of Student Life and Activities at 732-224-2390 or Recruitment Services at 732-224-1857

Brookdale Community College
Student Life & Activities and Recruitment Services
Student Ambassador Application

Please return to the Office of Student Life and Activities, Warner Student Life Center 101 or
Recruitment Services, (CAR) *Any questions should be directed to the
Office of Student Life and Activities, ext 2390 or Recruitment Services ext 1857.

Name _____

Address _____

Student ID Number _____ Estimated Date of graduation _____

Home Phone _____ Cell Phone _____

Brookdale and preferred E-mail Address _____

GPA _____ Major _____

Number of Fall Term credits _____ T-Shirt Size _____

Date Received in Student Life and Activities _____

Emergency Contact _____ Emergency Phone Number _____

1. Please List your involvement in activities on campus and in the community.

2. List any awards you have received.

3. Please list all relevant work experience (including internships, work-study, full/part-time or summer jobs etc.) Include dates and positions.

4. Describe the role of a Student Ambassador, as you perceive it:

5. What personal qualifications would you contribute to the success of the Brookdale Community College Student Ambassador Program?

6. In your opinion, what are some issues that new students deal with entering college and how could you help them?

I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. Any falsified statements on this application shall be grounds for dismissal. Because I recognize that being a Student Ambassador carries with it privileges and responsibilities, if chosen, I promise to act as a role model for all students at Brookdale Community College and act in accordance with the Student Ambassador job description and follow the policies and procedures set forth in the Brookdale Community College Student Handbook. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws

Signature: _____ Date: _____

Brookdale Community College
Student Life & Activities and Recruitment Services

STUDENT AMBASSADOR REFERENCE FORM

Student Life and Activities or Recruitment Services

765 Newman Springs Road

Lincroft, NJ 07738

Phone 732-224-2390 or 732-224-1857 Fax 732-842-7608 or 732-224-1961

Candidate's Name (Please Print) _____

I waive the right of access to this reference	_____ Retain the right to access to this reference
I understand that this choice will not affect my candidacy in any way	
Candidate's Signature _____	Date _____

The student is applying for a Student Ambassador position with Student Life and Activities or Recruitment Services. Please complete the following questions and return to: Student Life and Activities (SLC 101) or Recruitment Services (CAR).

1. Please indicate how well you know the candidate and in what capacity.

2. What skills/leadership qualities does the candidate possess?

3. Please describe the candidate's work or project performance?

4. Please comment on the candidate's ability to deal with deadlines, other students and pressure situations.

5. What are the candidate's strongest skill areas? What are the candidates weakest skill areas?

6. What are the areas in which the candidate shows need for improvement?

Submitted by (please print): _____	
Phone Number _____	Position: _____
Signature: _____	Date: _____

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