Berkshire Community College
Student Ambassador Application

Contact:
Admissions Office
413-236-1630
admissions@berkshirecc.edu

Application Deadline: May 1, 2015 by 4 PM
Return via: Email - admissions@berkshirecc.edu
Or mail to:
Admissions Office
Berkshire Community College
1350 West St.
Pittsfield, MA 01201

Mission
The Student Ambassador recruits qualified students to represent Berkshire Community College (BCC) in a number of initiatives, serving as role models and mentors to all students. This group of trained student representatives provides the campus with an additional resource of student leaders to assist new and current students in the admissions/registration process, represent the college in outreach efforts, assist in campus wide events, and promote the image of BCC, including appearing in college promotional materials. Student Ambassadors represent a group of positive, enthusiastic, and well-informed representatives of the student body of BCC, who are interested in working with faculty, staff and students to promote the college’s programs and services.

Employment & Compensation
Period of Employment - August 17, 2015 – June 3, 2016*

Approximately 8 hours per week, flexible and on-call, if necessary.
Required staff meetings.
Various hours representing Berkshire Community College at various campus and community events. Some evenings, weekend and off-campus activities required.

Student Ambassadors will be paid a stipend totaling $1,000 per semester. Payments will be paid in three increments. To ensure compensation, Student Ambassadors will commit to:

- Adhering to a required attendance at the full-day training session.
- Attending Student Ambassador meetings.
- Participating in a minimum of 3 events per semester; including Student Orientation, a mandatory event for Student Ambassadors.
- Working approximately 8 hours weekly in either the BCC Admissions or Student Life Offices to assist with general office work and/or give tours to prospective students and/or visitor.
- Demonstrating of high standard of professionalism at all times.

Student Ambassadors will be expected to wear specific BCC attire while they are working.


Important Dates
May 1, 2015  Student Ambassador applications due
May 22, 2015  Student Ambassadors notified of acceptance
August 17, 2015  Student Ambassador training
September 3, 2015  Student Orientation
September 8, 2015  Fall classes begin
January 21, 2016  Student Orientation
January 25, 2016  Spring classes begin
June 3, 2016  Commencement

Student Ambassador Responsibilities
- Serve as official ambassadors to the BCC campus.
- Provide various services and referrals to the campus.
- Develop an expanded knowledge of BCC.
- Conduct campus tours for new students, schools, classes, and guests.
- Represent BCC during college events.
- Assist with duties and tasks related to events host by various BCC departments.
- Work with diverse populations and provide tips on being a successful student.
- Maintain professional appearance.
- Assist with variety of office related tasks.
- Attend Student Ambassador meetings and required trainings.
- Other duties as assigned.

Criteria
- Must be a currently enrolled Berkshire Community College student.
- Must have completed 12 credits and be registered for 9 credits the semester the position would begin.
- Must maintain a cumulative 2.5 GPA.
- Position has a one academic year commitment. (i.e. fall 2015-spring 2015).
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline and enthusiasm.
- Demonstrate knowledge of BCC.
- Maintain professional appearance and demeanor.
- Possess an enthusiastic, positive attitude and are willing and eager to provide excellent customer service.
- Ability to work flexible hours.

Instructions for Application:
Return the completed application to Admissions Office, Field Administration Building, First Floor or email it to admissions@berkshirecc.edu no later than May 1, 2015 at 4 PM.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment.
Student Ambassador Application

First Name: ____________________________ Last Name: ____________________________

Student ID: ____________________________ Credit Fall Semester: ____________________________

GPA: ____________________________

Mailing Address: ____________________________

Telephone: ____________________________

Email: ____________________________

Program of Study: ____________________________

How did you learn about the Student Ambassador opportunity? ____________________________

Expected Date of Graduation: ____________________________

How long have you been enrolled at Berkshire Community College? ____________________________

Are you fluent in a language other than English? ____________________________

Please grade yourself in the following areas. Use the following scale.

5=Outstanding  4=Excellent  3=Good  2=Average  1=Needs improvement

____ Attitude ____________________________  ____ Self-Motivation ____________________________

____ Public Speaking ____________________________  ____ Team Oriented ____________________________

____ Written Skills ____________________________  ____ Work Ethic ____________________________

____ Interpersonal Communication ____________________________  ____ Computer Skills ____________________________

____ Time Management ____________________________  ____ Cultural Awareness/Competency ____________________________

____ Leadership ____________________________  ____ Organizational Skills ____________________________

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Prior Work or Volunteer Experience: Please begin with your most recent experience.

Employer or Organization:
Dates of Employment: ________________________ to ________________________

Title:________________________________________

Description of duties:
________________________________________
________________________________________
________________________________________

Employer or Organization:
Dates of Employment: ________________________ to ________________________

Title:________________________________________

Description of duties:
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Employer or Organization:
Dates of Employment: ________________________ to ________________________

Title:________________________________________

Description of duties:
________________________________________
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Please list any campus or community activities you are involved with. Examples: clubs, organizations, community service, etc. Please list the most recent items first.

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Do you have any other commitments during the 2015-16 academic year? Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

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Please list at least three (3) academic and professional references that are not related to you.

1. ____________________________________________________________
   Telephone: ______________________________ Email: ______________________________

2. ____________________________________________________________
   Telephone: ______________________________ Email: ______________________________

3. ____________________________________________________________
   Telephone: ______________________________ Email: ______________________________
I certify that all the information provided on this application is accurate and true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

Applicant's Signature: ___________________________ Date: ________________

Student Ambassador Questionnaire

All questions must be answered in order to complete the Student Ambassador application process or your application will not be considered.

All responses must be typed.

Please answer the following questions and attach to your application before submitting:

1. Why are you interested in a Student Ambassador position?
2. What do you hope to contribute to the program?
3. What do you hope to gain?
4. What skills or experience do you have in relation to this position?