CITY COLLEGES OF CHICAGO
STUDENT AMBASSADOR PROGRAM

For
THE NEW MALCOLM X COLLEGE
SCHOOL OF HEALTH SCIENCES

Student Application

Spring 2016
City Colleges of Chicago Student Ambassador Program  
Spring 2016

The City Colleges of Chicago Student Ambassador program was developed to represent the philosophy, mission and goals of Malcolm X College. The students in this program are encouraged and supported to succeed academically, socially and professionally. The delegation consists of students that exemplify the standards and reputation of the City Colleges of Chicago. Ambassadors will be called upon to promote and represent the college to a variety of stakeholders.

Selection and Membership

Student Ambassadors are selected through a process which will include: a completed application, one CCC faculty or staff recommendation, and submission of a cover letter and resume.

Eligibility Requirements:

- Applicant must be enrolled in Spring 2016 semester
- Applicant must be at least 18 years
- Applicant must be attending, or planning to attend, Malcolm X College in the Spring 2016 semester
- Open to all students including international students on visas and undocumented students
- Applicant must have a minimum of one semester of prior enrollment at CCC
- Applicants must be enrolled in a minimum of 6 semester hours pre-credit or credit classes
- Applicant must have a minimum cumulative GPA of 2.5 at the time of application
- Applicant must be pursuing an approved educational credential, degree, or certificate
- Applicant must be in "good standing" - no City Colleges of Chicago academic or disciplinary restrictions
- All positions are at-will so should report to work on time and complete all assigned work tasks
- GED Gateway Students (dual enrolled in GED classes and College Success):
  - Must have 80% attendance in College Success class to date
  - Must have 80% attendance in GED Language Arts class
  - Must have C or better at midterm in College Success class

Duties & Responsibilities:

Under the direction of the assigned supervisor, the Student Ambassador:

1. Acts as the CCC student representative to prospective students, current students, faculty, staff, and the public.
2. Provides quality customer service to prospective students through campus tours or other visits.
3. Helps guide prospective students in choosing to attend Malcolm X College.
4. Provides information about re-admission, withdrawal and other academic transactions.
5. Provides information to prospective students and other current students about extracurricular activities.
6. Participates in on-campus college recruiting activities.
7. Helps prepare for recruiting activities, admissions, registration, and orientation sessions at the campus.
8. Provides a positive/supportive introduction to the college for new and returning students.
9. Adheres to the City Colleges of Chicago Customer Service Excellence Standards. Applicant must participate in mandatory training, scheduled meetings and a developmental relationship with an approved mentor.
10. Demonstrates a high standard of professionalism at all times.
11. Wears the Student Ambassador uniform during working hours with name tag.
12. Exhibits leadership, initiative, dependability, discipline and enthusiasm.
**Minimum Qualifications:**
- High School Diploma required or actively pursuing a GED at the City Colleges of Chicago.
- Knowledge of City Colleges of Chicago, and excellent oral communication and customer service skills.
- Commitment to satisfying internal and external customers.
- Demonstration of a positive role model and favorable public image as a City Colleges of Chicago representative.
- Good interpersonal skills with a positive attitude and demonstrably self-motivated.
- Prior experience in public relations or customer service is helpful, but not required.
- Availability and dependability for a minimum of 20 hours per week.

**Benefits & Goals**
The Student Ambassador program is a leadership opportunity for students who are dedicated to serving and representing Malcolm X College, one of the City Colleges of Chicago. The opportunity to lead, organize and plan activities will provide skills which can be utilized in many aspects of the student’s professional and academic career. CCC Student Ambassadors will receive $14 per hour (including a paid training session).

By participation in the CCC Student Ambassadors Program, students will achieve the following goals and objectives:
- The development of teambuilding and communication skills
- Increased involvement in co-curricular activities and the development of organizational and leadership skills
- Increase networking contacts within the college community and potential mentorship opportunity

**APPLICATION PROCEDURES:**
The application should be submitted to the Student Activities Director at your college by 4:00pm on Friday, November 13th. Any incomplete applications will not be considered.

A complete application packet must include the following:
- Application
- Letter of recommendation from faculty or administrator
- Cover letter & resume. Cover letter must include:
  - Why do you want to be a Student Ambassador?
  - What skills can your bring to the position?
  - How would you describe your leadership style?

**NOTE:** If you need help with your resume, cover letter or interviewing skills, please visit the Career Center at your college.

The completed application packet is to be submitted to:
The Student Activities Director at your college by 4:00pm

**APPLICATION DEADLINE DATE:**
FRIDAY, NOVEMBER 13, 2015 by 4:00pm

Selected applicants MUST attend one of the mandatory paid orientation trainings below and the mandatory college tour:
- Monday, December 14th at 9:00am or
- Tuesday, December 15th at 9:00am and
- Thursday, December 17th (Mandatory College Tour) – Student will sign up for the college tour after the training session
  at Malcolm X College

The orientation and campus tour will take place at Malcolm X College – Selected candidates will be notified via CCC email by Friday, December 11th.

Race, creed, sex, religion and national origin are not to be considerations in the selection process.
**STUDENT AMBASSADOR PROGRAM APPLICATION**

<table>
<thead>
<tr>
<th>Applicant’s Full Name (Please Type or Print)</th>
<th>Student ID Number</th>
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<tbody>
<tr>
<td>Address and Apt #</td>
<td>City, State, Zip</td>
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<tr>
<td>Ccc email address</td>
<td>Cell Number</td>
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<td></td>
<td>Alternate Phone Number</td>
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<table>
<thead>
<tr>
<th>Are you at least 18 years of age?</th>
<th>Gender:</th>
<th>Enrollment Status:</th>
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<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Female</td>
<td>☐ Credit Student</td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ Male</td>
<td>☐ Adult Education Student</td>
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<tr>
<th>Home Campus:</th>
<th>Are you currently working as work study student at CCC?</th>
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<td></td>
<td>☐ Yes  ☐ No</td>
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<tr>
<th>Check your shift preference</th>
<th>8:00am-12:00pm, M-F</th>
<th>12:00pm-4:00pm, M-F</th>
<th>4:00pm-8:00pm, M-F</th>
</tr>
</thead>
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**Note:** All completed application packets must be delivered to the Student Activities Director by **4:00pm, November 13, 2015** at your college campus. Please see the room location below:

- Tasia Tigue, Malcolm X College - Room 1311
- 

Selected Student Ambassador will be required to wear the Ambassador uniform. The Student shall be responsible for wearing black dress pants with black shoes while working an assigned shift. CCC will provide the student with (2) shirts. Please provide your shirt size below:

- ☐ Small
- ☐ Medium
- ☐ Large
- ☐ X-Large
- ☐ XX-Large
- ☐ XXX-Large
- ☐ Other – Please indicate here: ____________________________________________________________

I hereby certify that the information furnished on this application is true and complete to the best of my knowledge. Please note that all communication regarding your application status will be transmitted via your CCC email account only.

<table>
<thead>
<tr>
<th>Student’s signature</th>
<th>Date</th>
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