Date Posted: 1/5/2015

___ Federal Work Study ONLY     _X__Federal Work Study and /or Non-Work Study

**JOB TITLE:** HCC Student Ambassador     **DEPARTMENT:** Enrollment Services

**CONTACT INFORMATION:** Student Recruitment, CCB 1015, 309-268-8059

**DUTIES:**

- Greet students and visitors and assist them in locating appropriate services or events on campus.

- Assist students with registration after meeting with Academic Advisors, answer enrollment questions, and assist new students with navigating MyHeartland.

- Participate in training, which will prepare you to provide campus tours to prospective students and their families.

- Participate in training, which will prepare you to answer and transfer incoming phone calls from the general HCC line.

- Read the HCC college catalog and Student Ambassador Handbook to maintain familiarity with campus policies, procedures and general enrollment information.

- Maintain the organization of the Welcome Desk and reception area in the CCB.

- Perform clerical support as requested by staff members in the Enrollment Services Department (such as filing, preparing mailings, distributing documents).

- Maintain the confidentiality of all student records and documents.

- Assist in representing HCC at college sponsored student events and activities.

**QUALIFICATIONS:** Must maintain current enrollment in a minimum of six semester hours at Heartland Community College (excluding the summer semester) and must maintain a 2.5 grade point average.

**NUMBER OF HOURS/WEEK:** 6-10     **HOURLY WAGE:** $8.75

**GENERAL WORK SCHEDULE:** Monday – Friday, occasional evenings

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO THE DEPARTMENT LISTED ON THIS JOB POSTING.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY IF YOU ARE SELECTED FOR AN INTERVIEW.**