

STUDENT EMPLOYMENT OPPORTUNITY

Federal Work Study or NON Date posted: June 2021

JOB TITLE: Engagement Ambassador **NUMBER OF POSITIONS:** 2

DEPT/LOCATION: Student Engagement **CONTACT:** Skylar 8423

DUTIES:

- Manage the Student Engagement Frequent Flyer program
- Represent the Student Engagement office during campus tours, info sessions and other events
- Assist in creating marketing initiatives for Student Support Services programs
- Coordinate and host Dine and Discuss programs
- Develop an expanded knowledge of Student Engagement/International Programs.
- Create weekly emails for the Student Engagement office
- Work with diverse populations and provide tips on being an engaged student.
- Manage heartland bulletin boards and flyer posting processes
- Assist with variety of office related tasks.
- Attend bi-weekly staff meetings and required trainings.
- All other duties as assigned.

QUALIFICATIONS:

- Must be a currently enrolled Heartland Community College student.
- Must be currently enrolled in at least 6 credits or be registered for 6 credits the quarter the position would begin.
- Must have a semester and cumulative GPA of at least 2.5.
- Position has a one semester commitment.
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline and enthusiasm.

LEARNING OBJECTIVE: students will learn about a plethora of student events and services, and will be able to communicate the benefits of getting involved on campus to their peers and others.

ESSENTIAL COMPETENCY: Communication-students develop and present an effective message using various modalities suitable to the topic, purpose and audience

NUMBER OF HOURS/WEEK: up to 12 **HOURLY WAGE:** 11.00

GENERAL WORK SCHEDULE: determined after hire

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO
THE FINANCIAL AID OFFICE.**

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

Work Study Reference Sheet

General Information:

- For a student to be eligible for work study, they must be enrolled in at least 6 credit hours, maintain a 2.00 GPA and have need (need is calculated based on FAFSA information and assistance a student is receiving).
- The average work study student at Heartland is eligible for \$2400 for the Fall/Spring school year. At \$8.25/hr, \$2400 equates to a student working 9 hrs. per week for 32 weeks (16 weeks per semester).
- Summer work study eligibility is determined on a yearly basis based on our work study allotment from the Department of Education and our usage during the preceding fall and spring semesters.
- Advertising for a student worker positions is done through the Financial Aid Office.
- Student employment applications are available in the Financial Aid Office and are submitted to the Financial Aid Office to check for work study eligibility and then are forwarded onto the departments the student noted.

Changes effective fall 2017

- Job postings will need to include a learning objective and a HCC Essential Competency.
- Students hired for Assistant II positions must be work study eligible; you will need VP approval to hire a non-work study student for an Assistant II position.
 - Examples of Assistant II positions are: Ambassador, Assistant II, Lab Assistant II, Peer Mentor and Peer Tutors.
- Assistant I positions will continue to be open to work study and non-work study at the department's discretion based on budget and needs.
- Please contact HR if you are unsure on the classification of the position you are hiring for.