

STUDENT EMPLOYMENT OPPORTUNITY

Federal Work Study Only

Date posted: 11/15/2022

Federal Work Study and/or Non-Work Study

JOB TITLE: Early College Student Ambassador

DEPT/LOCATION: Early College Opportunities/CCB 2100 Suite

CONTACT INFORMATION: Early College Opportunities, 309-268-8603

Position Description:

Early College Student Ambassadors support the engagement efforts of current/future College NOW learners and their families. Students in this role handle sensitive information and undergo training to enhance the department's aim to help District 540 high school student access, navigate and leverage early college experiences. The position is focused on administrative and customer service support.

Position Duties Include:

- Helping with general secretarial duties.
- Reviewing website and marketing material.
- Preparing packets/flyers for programs/events.
- Answering phone calls and general program questions.
- Compiling and entering student data into appropriate databases.
- Maintaining confidentiality of all student records and documents.
- Representing Early College Opportunities at events and activities.
- Engaging with current high school students, families, and constituents.
- Co-facilitating College NOW connection sessions for learners in our community.
- Supporting outreach efforts for traditionally excluded high school students in our district.

Qualifications and Expectations:

- Enrollment in a minimum of 6 semester hours at HCC or ISU (excluding summer semesters) with a minimum 2.5 college GPA.
- Self-reliant, balancing the flexibility and responsibility of the role.
- Value and demonstrate the following office standards: timeliness, attention to detail, sensitivity to confidential information, ethical/honest behavior, constructive feedback, critical thinking, and effective communication.

Preferred Qualifications:

- Current or previous College NOW Student 18 years or older.
- Experience working in an office setting.
- Spanish speaking.

Learning Objectives *(in alignment with [HCC Essential Competencies](#)):*

- Explain early college processes and opportunities to learners (minors and adults) from various backgrounds (C/D/PS/CT).
- Analyze early college messaging to support consistent and clear communication in-person, online, and in-print (C/T/CT).

NUMBER OF HOURS/WEEK: 5-10 hours

HOURLY WAGE: \$12.00

GENERAL WORK SCHEDULE: Varies, Monday – Friday, occasional evenings and Saturdays.

SUBMIT YOUR EMPLOYMENT APPLICATION CollegeNOW@heartland.edu.

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