

STUDENT EMPLOYMENT OPPORTUNITY

_____ Federal Work Study Only Date posted:

___X___ Federal Work Study and/or Non-Work Study

JOB TITLE: Student Ambassador **NUMBER OF POSITIONS:** 3

DEPT/LOCATION: Enrollment Services

CONTACT INFORMATION: Admissions, 309-268-8082

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 in the Registration Room.
- Provide campus tours to prospective students and their families.
- 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 and answering phone).
- Maintain the confidentiality of all student records and documents.
- Assist in representing HCC at college sponsored student events and activities.
- May occasionally assist the Testing Center by monitoring test security, scheduling appointments, and communicating with students and other visitors of the center

QUALIFICATIONS: Office experience preferred, attention to detail, patience, sensitivity to confidential information, strong communication and organizational skills, enjoys working with people and dependable. 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.

LEARNING OBJECTIVE: Demonstrate effective written and verbal communication skills. Work with and assist students with various backgrounds. Gain public speaking and presentation experience.

ESSENTIAL COMPETENCY: CO1: Definition. DI2: Definition. CO2: Definition.

NUMBER OF HOURS/WEEK: 10-15 **HOURLY WAGE:** \$11.00

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

**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 \$3000 for the Fall/Spring school year. At \$11.00/hr, \$3000 equates to a student working 8-10 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.