Student RAMbassador Program

Application Packet

This packet includes the following:

- Student RAMbassador Position Description
- Student RAMbassador Application
- Student RAMbassador Recommendation Form

Please Return Completed Applications to:

Lynda Kerr
lkerr@gavilan.edu
Office Hours: Monday-Friday, 8 am - 5 pm
Location: BU124
Phone: (408) 848-4816
Student RAMbassador Position Description

General Description
Student RAMbassadors provide assistance during the registration process by presenting general information, directions and referrals to all new and continuing students during pre-registration and through the first week of classes each semester. Student RAMbassadors are also expected to represent the campus and the college in both outreach programs and campus-wide special events throughout the academic year.

Responsibilities:
- Participate in all Student RAMbassador training programs
- Welcome students onto campus (info booth on campus)
- Assist new and continuing students with any part of the matriculation process
  - Admissions application
  - Placement test
  - Orientation
  - Financial aid process
  - Self-service banner (obtain ID and pin, search for open classes, add/drop).
- Refer students to appropriate offices for services
- Assist in high traffic areas at the campus during the first two weeks of each semester (admissions, counseling, etc).
- Conduct campus tours
- Participate in at least three local high school and/or community outreach events
- In-reach activities on campus.
- Database collection
- Follow-up with potential students

Benefits:
- Receive 1 to 2 units of college credit through Cooperative Work Experience (CWE)
- Obtain a Gavilan College parking permit every semester
- Receive an official college name tag
- Counts as leadership experience which can enhance your resume and reflect positively on future applications for employment and transfer to four-year universities.
- Develop communication, interpersonal, organization, public-speaking, and problem-solving skills.
- Receive letters of recommendation upon request
- Become eligible for recognition, awards, and scholarship opportunities based on outstanding academic achievement, leadership accomplishment, and community service efforts

Qualifications
Required:
- Successful completion of at least six units at Gavilan College
- Currently enrolled at Gavilan College
- Minimum of 2.5 cumulative grade point average (GPA) each semester
- Completion of the Application Packet

Preferred:
* Completion of the RAMbassadors Orientation Course
* Strong interpersonal skills, including listening and advising skills
* Leadership skills or previous leadership experience
* Previous volunteer or community service
AVAILABILITY
Please list your available times to work/volunteer as a Student RAMbassador:

<table>
<thead>
<tr>
<th>DAY</th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME FROM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIME TO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PERSONAL DATA

Name: ___________________________________ Date: ____________________
Address: ___________________________________________________________
City: __________________ State: ___________ Zipcode: ___________
Home Phone: __________________ Alternate Phone: __________________
Student ID #: __________________ Email Address: __________________

Do you speak languages other than English? If yes, which ones: ______________

EDUCATION RECORD

How many semesters have you completed at Gavilan College? _____________
Current G.P.A. ____________
How many semesters remaining at Gavilan College? _____
Below are some of the activities in which Student Ambassadors commonly participate. Which activities are you most interested in becoming involved?

_____ Assisting students in the registration process
_____ Accompanying outreach staff on high school visits
_____ Leading campus tours
_____ Assisting with new student orientation programs
_____ Participating in student panel discussions
_____ Working at a college information table at special college events
_____ Speaking to legislators or other groups to represent the College
_____ Participating in public relations efforts and allowing interviews, photographs and videotapes for a variety of college marketing strategies
_____ Database collection
_____ Follow-up with potential student

1. What strengths, attributes/talents do you possess that would contribute to your effectiveness as a Student RAMbassador?

_____________________________________________________________________
_____________________________________________________________________

_____________________________________________________________________
_____________________________________________________________________
2. Please list previous and current leadership and community service involvement.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

3. Why do you want to be a Student RAMbassador? What do you hope to gain?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

4. Please include any additional information which you believe is relevant and would assist the committee in the selection process.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Consent for Verification of Student Records:
I hereby certify that all statements made on this application are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application. I grant permission to an authorized representative of Gavilan Community College to verify my student records for purposes of this application.

Signature: ____________________________ Date: ________________

DO NOT WRITE BELOW THIS LINE

Interviewed on: _____/_____/_____ By: _____________________________________
Hired: Yes _____ No _____
Comments: _____________________________________________________________

Gavilan College is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation or veteran status.
You are being asked to provide a reference for ________________ who is applying for a position as a Student RAMbassador at Gavilan College.

**To the Student Applicant:**
I agree to allow the RAMbassador Coordinator (Lynda Kerr) to review my academic history

______________________________   _________________________
Signature of Student Applicant      Date

**To the Recommender:**
Name:  ______________________________________________________________________
Title:  ______________________________________________________________________
Phone Number/Email Address:  ___________________________________________________
Relationship to Applicant:  _____________________________________________________

Student RAMbassador represent Gavilan College by assisting new students in the registration process, participating in outreach efforts at area high schools, assisting with campus new student orientations, conducting campus tours, and participating in a variety of special events. Candidates should have good listening skills, strong academic and leadership skills, effective communication techniques and the ability to manage multiple priorities.

We would appreciate your completion of this recommendation form by providing your personal reactions concerning the applicant, or attach a separate letter of reference.

*Please answer as candidly and completely as possible.  Please print or type.*

1. Describe the applicant’s level of maturity and sense of responsibility.
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

2. Please comment on the applicant’s communication skills (one-on-one, small groups).
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

3. How well does the applicant accept direction and/or feedback?  Do you have any examples?
   _____________________________________________________________________________
4. Please comment on the applicant’s leadership potential.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

5. Describe the applicant’s strengths and areas requiring improvement.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

6. Please furnish any additional information regarding the applicant, relating to his/her ability to listen, advise, encourage and support.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

7. Do you have any other comments about this candidate that would help in the decision to hire?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

_________________________    __________________________
Signature of Reference          Date

Please submit this application to the Student RAMbassador Candidate in a sealed, signed envelope. Thank you for your contribution to the selection of qualified candidates for the Student RAMbassador Program at Gavilan College.