Labette Community College
Student Ambassador Program

Position Description

General Description
The Labette Community College Student Ambassador Program is a group of students who are selected to represent the College in many capacities. Student Ambassadors reach out to prospective students, conduct campus tours, participate in and help promote various college events.

Benefits
• Earn a $250 per semester stipend [dependent upon completing assigned responsibilities]
• Enhance your transfer and scholarship application and personal resume
• Develop valuable leadership and communication skills
• Opportunity to network with leaders at the college and in the community
• Provided a LCC Student Ambassador Shirt

Criteria
Required
• Be in good academic standing with a minimum of a 2.5 cumulative grade point average
• Currently enrolled at Labette Community College in at least 6 credit hours
• Completion of the Application Packet, including one completed recommendation form

Preferred
• Leadership skills or previous leadership experience
• Strong interpersonal skills, including listening and advising skills
• Previous volunteer or community service

Responsibilities
• Educate prospective students, school groups, and the general public about Labette Community College during Student Affairs and other college department events
• Conduct campus tours for individuals and groups as arranged by the Student Affairs Office
• Work 2 hours per week in the LCC Student Affairs Office
• Represent Labette Community College at campus and community events
• Share first-hand information about your college experience and provide accurate and useful information to new students to assist them in transitioning to college
• Actively participate in the Student Ambassadors Student Organization, including the election of officers
• Participate in occasional photo and commercial shoots for promotional materials for Labette Community College
• Assemble information packets and mailings
• Participate in the half-day Student Ambassador training that will held the week prior to school starting in August.
• Student Ambassadors will be encouraged to complete the Leadership Development Course if the college offers it
• Encourage fellow students to complete their educational goals
• Represent Labette Community College in a responsible, ethical, and professional manner
• Project a positive image of the college

How To Apply
• Complete the Student Ambassador Application Packet by April 30th of the preceding year.
• When your application is received, you will receive a confirmation email.
• Students whose applications are selected will be contacted for interviews.
• All students will be notified at the completion of the selection process through an email sent to their Labette Community College provided email address.

Application Instructions
• Please type or print neatly.
• Return the completed application materials to:
  Admissions Office
  Labette Community College
  200 South 14th Street
  Parsons, KS 67357
• To apply, please complete and submit the following:
  □ Completed Application Form
  □ One (1) Completed Reference Form (from a LCC faculty or staff member, employer, or high school teacher/counselor)
  □ One (1) unofficial copy of your LCC transcript

Labette Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified handicapped in its education programs, activities, recruitment, admissions, or employment as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Vice President of Student Affairs, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1264.
Labette Community College
Student Ambassador Program Application

Name: ___________________________ Student ID #: __________________

Address: __________________________________________________________

City/State/Zip: ______________________________________________________

Main Phone: ___________________ Alternative Phone: __________________

Email: _____________________________________________________________

Do you speak languages other than English? If yes: ______________________

Cumulative GPA: ___________ College Credit Hours Completed: ___________

How many semesters remaining at LCC: __________ Do you plan to graduate? __________

Please provide information on your most recent work or volunteer experience:

Employer or Organization: _____________________________________________

City/State: __________________________________________________________________________

Dates of service: ______________________________________________________________________

Supervisor/Contract Person: __________________ Phone #: ________________

Your title and description of duties: __________________________________________________________________________

____________________________________________________________________________________

Employer or Organization: _____________________________________________

City/State: __________________________________________________________________________

Dates of service: ______________________________________________________________________

Supervisor/Contract Person: __________________ Phone #: ________________

Your title and description of duties: __________________________________________________________________________

____________________________________________________________________________________
What strengths, attributes/talents do you possess that would contribute to your effectiveness as a Student Ambassador?


Please list previous and current leadership and community service involvement including on and off campus work, athletics, student organizations, and other commitments.


Why did you choose to attend Labette Community College?


What do you hope to gain from the Student Ambassador Program and what would you contribute to it? Why do you want to be a Student Ambassador?


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 Labette Community College to verify my student records for purposes of this application.

Signature: ____________________________ Date: __________
Labette Community College
Student Ambassador Recommendation

You are being asked to provide a reference for ____________________________________________
who is applying for a position as a Student Ambassador at Labette Community College.

To the Student Applicant:
Please check one of the options below regarding your right of access:

_____ I, the undersigned, waive the right of personal access to this recommendation.

_____ I, the undersigned, retain the right of personal access to this recommendation.

Signature: ___________________________________________ Date: __________

To the Recommender:

Name: ___________________________________________
Title: ___________________________________________

Phone Number/Email Address: ______________________________

Relationship to Applicant: ___________________________________

The Labette Community College Student Ambassador Program is a group of students who are selected to represent the College in many capacities. Student Ambassadors reach out to prospective students, conduct campus tours, participate in and help promote various college events.

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 rate the applicant on the factors listed below. Check the appropriate box.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Outstanding</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friendliness/Outgoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership Qualities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Oriented</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please provide a statement regarding why you feel this application would be an excellent candidate for the LCC Student Ambassador Program. You can include information on student’s communication skills, leadership potential, level of maturity, sense of responsibility, acceptance of direction and feedback, strengths, and weaknesses.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Please mark the appropriate response:

_____ I highly recommend this applicant

_____ I recommend this application

_____ I recommend this applicant with reservations

_____ I do not recommend this application

_________________________________________  ________________________________
Signature of Reference                                      Date

Please submit this application to the Student Ambassador Candidate in a sealed, signed envelope or send it directly to the college. Thank you for your contribution to the selection of qualified candidates for the Student Ambassador Program at Labette Community College.