



## Luzerne County Community College Foundation

### Student Ambassador Program

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#### Position Description

The LCCC Student Ambassadors are an elite group of students who represent Luzerne County Community College Foundation as the first point of contact in a number of initiatives designed to promote the College to the general community. Student Ambassadors are current students who are selected on the basis of leadership, scholarship, professionalism and desire to promote Luzerne County Community College through Foundation and Alumni events, art exhibits and other activities as hosts and hostesses of the college. The Ambassadors are selected through an interview process and, if selected, they will serve in an environment that utilizes their interpersonal communication skills and enthusiasm with a diverse population.

#### Student Ambassador Qualifications

Student Ambassadors must be enrolled in 6 or more credit hours per semester and stay enrolled throughout the term with a minimum of 2.5 G.P.A. Student Ambassadors must display professionalism, responsibility, dependability and punctuality.

#### Student Ambassador Responsibilities

Student Ambassadors must participate in the following events: openings, art exhibits, alumni activities, Foundation activities, Open Houses, scholarship dinner, etc. Attendance at a monthly meeting is required.

### Student Ambassador Incentives

- Campus recognition
- Leadership training and certificate
- Resume experience and letters of recommendation
- Establish professional and personal contacts
- Unprecedented experience in public relations (meeting people, public speaking, representing the College) which develops skills and confidence vital to success in job placement and career advancement
- After completion of the required events, a scholarship will be applied to the ambassador's student account.

### Other information

- There are up to eight positions available.
- Ambassadors are expected to work a *minimum* of 25 hours per semester.
- All responsibilities are required in order to receive the scholarship.
- Ambassadors are responsible for notifying Kristen Corcoran, kcorcoran@luzerne.edu or Teddi Janosov tjanosov@luzerne.edu if they are unable to make a scheduled event with at least 24 hours' notice.
- Unexcused absences will result in termination for the Student Ambassador program.

### Selection Criteria

- Enrolled in 6 or more credits; G.P.A. minimum 2.5
- Sincere desire to represent Luzerne County Community College
- Enthusiasm
- Effective Speaking Ability
- Ability to adapt to a variety of situations
- Ability to work well with others
- Responsibility and dependability
- Demonstrated skills in interpersonal communications and ability to effectively relate with people of diverse cultural, social and educational backgrounds.

### Selection Process

Applications are due Tuesday, November 23, 2021. Interviews will be held during early December 2021 and new Student Ambassadors will be notified shortly after.

## Student Ambassador Contract

If selected, I agree to meet the following expectations during my semester as an Ambassador:

1. Participate in all required Student Ambassador Activities per semester.
2. Attend all scheduled monthly meetings.

If selected to represent Luzerne County Community College as a Student Ambassador, I will receive:

1. Scholarship
2. Polo shirt with embroidered LCCC logo
3. Name Badge

I understand that I will be excluded from further participation in the Ambassador program if any of the following occur:

1. Become enrolled for less than 6 credits.
2. Loss of good standing within the college or community
3. G.P.A. drops below 2.5
4. Failure to fulfill the standard of the program (including class and meeting attendance, behavioral expectations and minimum participation).

I, \_\_\_\_\_ have read the above and agree to fulfill these requirements if selected.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Luzerne County Community College Foundation  
Student Ambassador Program

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Return completed application to:  
Student Life Office  
Campus Center- Room 208

**Please type or print clearly**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

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Cell Phone: \_\_\_\_\_ Student ID: \_\_\_\_\_

**College Information**

Current Year: (please circle) First Year Second Year Third Year Other

Cumulative G.P.A.: \_\_\_\_\_ Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Clubs/Athletics Involvement: \_\_\_\_\_

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Leadership Roles (At Luzerne and in Community): \_\_\_\_\_

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Volunteer Activities: \_\_\_\_\_

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How do you find out about the Ambassador program? \_\_\_\_\_

*Please answer the questions below on a separate sheet of paper and attached to your completed application.*

- What strengths do you possess that would contribute to your effectiveness as a Student Ambassador?
- Please list previous and current leadership and community service involvement.
- Why do you want to be a Student Ambassador? What do you hope to gain?
- What are your career goals? What are your plans after Luzerne?

Please include any additional relevant information that you feel should be considered for your application.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Luzerne County Community College Foundation

## Student Ambassador Program Recommendation

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Applicant Name: \_\_\_\_\_

**To the Applicant:** Please ask a representative of LCCC to complete this reference form. Such persons may include academic advisors, faculty, counselors or supervisors. Please return this reference form with your application in an envelope sealed and signed by the reference.

**To the Reference:** This applicant is applying to the Luzerne County Community College Foundation Student Ambassador Program for the Spring Semester of the 2021-2022 academic year. Please complete the reference form and return it back to the applicant in a sealed envelope with your signature signed across the seal. Thank you for your time.

The LCCC Student Ambassadors are an elite qualified group of students who represent Luzerne County Community College Foundation in a number of initiatives designed to promote the College to the general community. Student Ambassadors are current students who are selected on the basis of leadership, scholarship, professionalism and desire to promote Luzerne County Community College through Foundation and Alumni events, art exhibits, Open Houses and other activities as hosts and hostesses of the college.

### Questions:

1. In what context and for how long have you known this applicant?
2. Based on your knowledge of this student, how do you feel that this student will represent LCCC as an ambassador?
3. Describe the applicant's level of maturity and sense of responsibility.

4. Please comment on the applicant's communication skills ( one on one, small group)

5. How well does the applicant accept direction and/or feedback?

6. Please comment on the applicant's leadership potential.

<b>Rating Scale</b> (Please rate the applicant on the following )	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>N.A.</b>
Knowledge of LCCC				
Enthusiasm				
Analytical Thinking				
Verbal Skills				
Ability to relate to others				
Professionalism				
Honesty and integrity				

Reference Name: \_\_\_\_\_ Date: \_\_\_\_\_