



Clark College

Student Ambassador

Application Packet

The Clark College Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing Clark College. Student Ambassadors conduct campus tours, assist with general information, represent Clark College at various campus and community events, and have weekly office hours. Student Ambassadors are called upon by the campus to serve as current student representatives to the campus and community. Successful candidates enjoy working with people, have a wide range of experiences at Clark College and a willingness to share those experiences with students and their families.

Application Priority Deadline: Friday, May 16, 2025 by 4:00pm (*email completed application to atam@clark.edu or submit electronically at <https://forms.office.com/r/jvAx428nkE>*).

Period of Employment: September 2, 2025 - June 18, 2026

Hours:

- Minimum of six (6), maximum of seventeen (17), office hours per week [*average is 10 hours per week*]
- Bi-Weekly Staff meetings
- Some evening hours for campus events and recruitment purposes

Salary: Starts at \$16.66 per hour and may increase with minimum wage increases

Timeline:

May 16, 2025: Applications Due (priority deadline)

May 19 - 23, 2025: Interviews

May 27, 2025: Applicants will be notified regarding selection decisions

Questions? Contact:

Amy Tam

Entry Services Manager

Welcome Center, Gaiser Hall, Room 127

atam@clark.edu



Responsibilities:

- Correspond with current and prospective students regarding visitation opportunities, admissions and enrollment processes, general Clark information and arrange on-campus visit itineraries.
- Assist prospective and current students at the Gaiser Hall One-Stop Desk and computer kiosks.
- Conduct guided campus tours.
- Represent Clark College during student recruitment events.
- Assist with events put on by various Clark College departments.
- Be a part of the Student Orientation team, by assisting new students with tips on being a successful student and acclimating to campus.
- Assist with current student population by giving campus tours, speaking to COLL 101 classes, educating on the resources available, etc.
- Participate in a mandatory 2+week Ambassador Team (paid) training prior to Fall Qtr. '25 (Dates: Sept 2-5; Sept 8-12; & Sept 15-19).
- Attend bi-weekly staff meetings (date and time TBD).
- Assist with a variety of office related tasks.
- All other duties as assigned.

Qualifications

- Current student in good academic standing (minimum 2.5 cumulative GPA).
- Age 18 or older by September 2, 2025.
- A student at Clark College for at least 1 term, with the intention of remaining a student during the entire 2025-26 academic year (September 2025-June 2026).
- Demonstrate strong communication skills (written and verbal).
- Exhibit strong interpersonal skills.
- Ability to effectively and positively represent Clark College.
- Commitment to promoting diversity.
- Exhibit leadership, initiative, dependability, discipline and self-confidence.
- Must be able to effectively lead campus tours. Including leading consecutive tours and during all weather conditions.
- Must be able to lift 25+ lbs.
- Willingness to learn.

Note: Due to the high expectations and time commitment of students employed with the Student Ambassadors, Associated Students of Clark College (ASCC) Programs, and Peer Mentors, employment is limited to one of the three programs. This does not include ASCC Clubs.

NOTE: Students in this position must pass a criminal **BACKGROUND CHECK** in accordance with Clark College Administrative Procedures, 610.021 **BACKGROUND CHECKS**. Clark College will conduct criminal history check on potential student workers and employees for positions requiring access to student or employee information, cash handling or access to College facilities/assets. For more information, please request a copy of this procedure.



To apply, please complete and submit the following:

Completed Application Form

One or two (1-2) reference forms

One (1) page essay explaining:

a) your interest in the Student Ambassador Program, b) what you hope to gain from the program, and c) what you can contribute to the program

PERSONAL INFORMATION

Name:

Student ID Number:

Cumulative GPA:
(minimum 2.5 required)

Email Address:

Phone Number: Type: ☐ Cell ☐ Home

Area of Study:

Expected Month/Year of Clark Graduation:

Name and location of High School:

How long have you been enrolled at Clark?

Are you fluent in a language other than English? YES ☐ NO ☐ If yes, please list:

WORK and/or VOLUNTEER EXPERIENCE

Employer or
Organization:

Your title:

Address or Website:

Supervisor/Contact
Person and Phone
Number:

Description of duties:

Dates of Employment:

Employer or
Organization:

Your title:

Address or Website:

Supervisor/Contact
Person and Phone
Number:

Description of duties:

Dates of Employment:

EXTRA-CURRICULAR ACTIVITIES

Please list any campus or community activities you are involved with (organizations, community service, honors, etc.). Include the name of the organization/activity, the position and the dates involved.

Do you have any other commitments (off-campus work, student athlete, clubs, etc.) during the 2025-26 academic year?

YES NO

If yes above, please list:

OTHER

How many credits do you anticipate taking each quarter?

How many hours do you anticipate wanting to work each week?

RECOMMENDATIONS

Recommendations may not be provided by family, friends or a current Clark College student

Recommendation will
come from: (list name)

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I certify that all the information provided on this application is accurate (sign and date):

Clark College Student Ambassador Reference Form

Please ask a current or past employer, academic advisor, faculty member or community leader to complete this form.

Name of applicant:

PART ONE: Please rate the applicant on the factors listed below.

	Outstanding	Excellent	Good	Average	Fair	N/A
Attitude						
Comm - Verbal						
Comm - Written						
Critical Analysis						
Dependability						
Leadership Potential						
Organizational Skills						
Self-esteem & confidence						
Self-motivation						
Team Oriented						
Work Ethic						

PART TWO: Please provide a statement regarding why you think this applicant would be an excellent candidate for the Student Ambassador Program. A statement is **REQUIRED** for this recommendation to be considered by the selection committee. Please use a separate piece of paper to complete the student recommendation.

PART THREE: Please indicate in what capacity you know the applicant and complete the information section below.

How do you know the applicant?

Organization & Position/Title:

Phone:

Email:

Name:

Signature:

PART FOUR: Email the completed recommendation form & written statement by May 16, 2025 (priority deadline) at 4:00pm to: Amy Tam - Entry Services Manager

Clark College | GHL 127
1933 Fort Vancouver Way
Vancouver, WA 98663
atam@clark.edu

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