

## **TRI-COUNTY TECHNICAL COLLEGE**

### **STUDENT EMPLOYMENT**

#### **JOB DESCRIPTION**

**JOB TITLE:** Event Ambassador

**DEPARTMENT:** Student Development

**SUPERVISORS:** Croslena Johnson, Coordinator of Student Life and Counseling, Student Development

Ashley Isreal, Student Development Generalist

#### **Overview**

Our Event Ambassadors play a significant role in optimizing the overall educational experience for Tri-County Technical College current students through student activities. An additional subset of the role that Event Ambassadors play is engaging our outside community members through specific college-wide activities.

#### **Purpose**

The Event Ambassadors serve as engagement leaders of Tri-County Technical College for our extracurricular activities that include, but not limited to the Student Welcome Back Party, Fall Bash, and Alcohol and Drug Awareness Day. Fall and Spring semesters have time each week designated as the Student Activity Period for Event Ambassadors to assist when an event is scheduled. Other events pertaining to our community members include, but not limited to Golf Tournaments, 5-K Runs, and Blue Grass Festival. Overall, Event Ambassadors will have the opportunity to engage with our current students and community members.

#### **Job Summary**

Once selected, the primary role of an Event Ambassador is to enhance the educational experiences for our current students by being vibrant, enthused, and positive role models. As representatives of Tri-County Technical College, the Event Ambassadors are furthermore expected to be able to fulfill varying and diverse roles by engaging with our community members. The minimum expectations and responsibilities for Event Ambassadors include, but are not limited to:

- Attending and actively participating in student activities and community events
- Working on a team with other Event Ambassadors and TCTC staff and faculty
- Participating and assisting with the organization, planning, and implementation of student activities and events for the community. These tasks include:
  - Assist in set-up and break down of events
  - Greet students and community members at the student activities or community events
  - Assist in focus groups and other tasks as related to student engagement

## **Qualifications**

The minimum qualifications for Event Ambassadors include:

- Good academic standing, with a preferred cumulative GPA of 2.25 or above.
- Demonstrate the ability to be reliable, responsible, confident, and flexible.
- Problem-solving ability, creativity, and strong work ethic are essential.
- Understand and support the purpose of the Student Activities and community events.
- Demonstrate the ability to work effectively with a diverse group of team members, students, community members, and faculty and staff.
- Demonstrate a desire to help others learn about college life at Tri-County.
- Be available to attend majority of the student activities and community events.