

TRI-COUNTY TECHNICAL COLLEGE

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: Orientation Ambassador

DEPARTMENT: College Transitions

SUPERVISORS: Jenni Creamer, Dean, College Transitions
Tiffany Blackwell, Director of Recruitment

Overview

Orientation Ambassadors welcomes all new, transfer, and non-degree seeking students to Tri-County Technical College. The one day program introduces students to the college by providing an overview of Tri-County, how to use eTC, paying for college, advisement, and enrolling in their first semester of classes.

Purpose

The purpose of New Student Orientation is to provide an engaging program that allows students to:

- Have a better understanding of their transition to Tri-County.
- Take ownership of their education by taking an active role in the design of their class schedule.
- Feel more comfortable and excited about their decision to attend Tri-County.
- Make friends with their classmates and others from the TCTC community.

Job Summary

The primary role of an Orientation Ambassador is to provide guidance and support throughout the orientation experience. They are expected to learn the most important aspects of the college and of orientation to best facilitate positive interactions with students. As representatives of Tri-County Technical College, the Orientation Ambassadors are expected to be able to fulfill varying and diverse roles throughout orientation sessions, including serve as a friend and mentor to new students. The minimum expectations and responsibilities for Orientation Ambassadors include, but are not limited to:

- Attending and actively participating in orientations
- Work on a team with other Orientation Ambassadors and TCTC staff and faculty
- Participating and assisting with the organization, planning, and implementation of orientation activities for the sessions. These tasks include:
 - Assist in set-up and break down of registration
 - Greet students, parents, and guests as they arrive
 - Respond to student and parent questions
 - Making introductions between students and academic divisions
 - Making contacts with students before, during, and after orientation
 - Assist enrolling new students in fall classes

Qualifications

The minimum qualifications for Orientation 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 New Student Orientation Program.
- Demonstrate the ability to work effectively with a diverse group of team members, students, parents, and faculty and staff.
- Demonstrate a desire to help others learn about college life at Tri-County.
- Be available to attend all orientation sessions.