

Student Worker (IVC Student Ambassador)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=217862>

Downloaded On: May. 9, 2024 10:56am

Posted Jul. 18, 2023, set to expire May 11, 2024

<b>Job Title</b>	Student Worker (IVC Student Ambassador)
<b>Department</b>	
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jul. 18, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Student Aide/Worker
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Student-Help--IVC-Student-Ambassador-REQ11414">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Student-Help--IVC-Student-Ambassador-REQ11414</a>

**Apply By Email**

**Job Description**

**Title:**

Student Worker (IVC Student Ambassador)

**Job Category:**

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Students

***Job Opening Date:***

July 18, 2023

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July 18, 2023

***Locations:***

Irvine Valley College

***Department:***

***Pay Grade, for more information click on this link:***

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

***Pay Type:***

Hourly

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***Hours Per Week:***

0

***Job Description:***

**This is a position for current IVC Students. Students must be enrolled in 12+ units for the Fall/Spring semesters, and 6+ units in the summer to retain employment. Minimum cumulative GPA 2.0.**

**Initial Screening Date: July 10, 2023**

Under the direction of the appropriate level manager or administrator, performs a variety of duties in support of Outreach; delivers campus tours; assists with Outreach events and presentations; and provides information and assistance to students, faculty, staff, and the general public.

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**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

A student's initial experience with a college is critical to their decision on whether to attend. This connection is most impactful when it comes from a peer. Using peer to peer connections, Student Ambassadors share their experiences as current college students to give prospective students, parents, and families a glimpse into life at IVC. Housed in the Office of Outreach Services, the Student Ambassadors assist with campus tours and assist at outreach events at IVC's service area high schools to share their student experiences at IVC. Student Ambassadors provide connection, engagement, and build community among new and prospective students to contribute to their transition

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to college and success at IVC.

Each member of the Student Ambassador team will assist outreach efforts by connecting with prospective students both on and off campus. Student Ambassadors will offer insights and basic information about life as a student at IVC. Student Ambassadors will be expected to attend regular trainings, demonstrate competency around issues of diversity and multiculturalism, and communicate effectively across a range of different audiences. They will share their experiences at IVC in a positive, professional, and welcoming manner. Student Ambassadors will assist with campus tours, assist at campus events, and be the “pulse” of the campus to share student related issues and concerns.

IVC is represented at College Nights at high schools in the IVC service area. Student Ambassadors will assist this outreach function by sharing their student experience with prospective students, parents, and families. They will provide peer to peer engagement and connection to IVC.

Throughout the week, the Outreach department responds to a variety of requests for campus tours. Student Ambassadors will assist in these tours by connecting directly with students and families. By sharing their student experience, they will help their peers understand the ins and outs of the campus and give the student perspective. This is a key function that connects students initially to IVC. Student Ambassadors will assist with preparing outreach materials for events and organizing/restocking inventory of outreach supplies. Student Ambassadors will also partake in new and innovative outreach marketing efforts such as phone call banking, two-way text messaging, and social media campaigns.

Leadership development is a key component of this program and Student Ambassadors will be expected to conduct themselves as representatives of the college at all times. Ambassadors will attend leadership development workshops and activities to help build skillsets that are integral to academic and career success.

### **ABILITY TO:**

- Assist students in locating appropriate resources; provide assistance to students on matters related to assigned area.
- Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

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- Establish and maintain cooperative working relationships with students, staff, and faculty, as well as various outside groups associated with or servicing the program to ensure efficient, effective, and correct implementation of departmental objectives.
- Interact extensively with and respond to requests and inquiries from students, faculty, staff, and public; effectively present information in person or on the telephone to students, staff, or the public; provide excellent customer service.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently, and collaboratively.
- Effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment and systems.
- Report to work on a regular and consistent basis, as scheduled, to assigned job.
- Work some evening/weekend shifts as required.
- Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.
- Participate in trainings and meetings as required.
- Demonstrate interpersonal skills while using tact, patience, and courtesy.
- Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities.

**WORK ENVIRONMENT:**

Work is performed primarily in a standard office setting with occasional field trips, including those to local high schools and to attend meetings. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

**PHYSICAL DEMANDS:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring

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repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and may occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

**ADDITIONAL INFORMATION:**

PAY: \$17.00/hr

HOURS PER WEEK: Approximately 15.

WORK SCHEDULE: TBD

ON-SITE ONLY

This position is a short-term, temporary, hourly, Non-Bargaining Unit (NBU) assignment, not to exceed 160 days per fiscal year (July 1-June 30). The assignment is on an as needed basis, and may be shortened or extended at any time, due to departmental needs, with little to no notice. This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the status of your application.

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Employment with the South Orange County Community College District is contingent upon successful completion of the Human Resources pre-employment ("onboarding") process. The Human Resources onboarding process may include, but is not limited to, successful completion of Live Scan fingerprinting (approx.. \$70), I-9 completion, background checks, reference checks, TB testing, as well as completion of the online onboarding process. Failure to successfully complete any portion of the onboarding process will invalidate any conditional job offer received. Falsification of, or omission on, any SOCCCD pre-employment information may result in withdrawal of any conditional job offer or termination of employment. **Short term, non-bargaining unit (NBU) positions may only be used on an intermittent/seasonal basis.** Ed. Code sect. 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

**The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. Documentation according to USCIS I-9 guidelines (i.e. ID card and Social Security card) must be presented at the time of hire. Per IRS regulations, a Social Security card must be presented at the time of hire.**

### **Inclusion, Diversity, and Equity:**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider

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whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**Disability Accommodations:** If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**NBU at-will employment:** After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the District. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

**Worksite:** NBU employees are limited to working in a single position in one department/site

**Work schedules:** Department/Division managers, administrators, and/or supervisors shall determine the work schedule of NBU employees to include the number of days and hours worked per week and the start and stop times.

**160-day restriction:** NBU employees will not work more than 160 days (in any combination of NBU positions) no matter how many hours per day they work.

**Payroll reporting period:** The payroll reporting period is from the 15th of the first month to the 14th of the next month. NBU employees are paid on the 10th of the following month. Ex: Pay Period 01/15/22 through 02/14/22 will be paid on March 10th.



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**California Sick leave:** NBU employees are eligible for California Sick leave per AB1522. Information regarding AB1522 is provided to all NBU new hires during the onboarding process.

**Retirement information:** NBU employees may not work more than 960 hours from July 1st-June 30th. NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees' Retirement System (CalPERS), through payroll deduction of about 7-9%. The District does not intend to employ NBU employees for more than 1,000 hours during any fiscal year.

**Sexual Harassment/Discrimination:** The District is committed to providing an environment that respects the dignity of individuals and groups; is free of sexual harassment, exploitation, intimidation, violence, and other unlawful discrimination, preferential treatment, and harassment, including that which is based on any legally protected characteristic.

**Equal Employment Opportunity:** It is the intent of the Board to establish and maintain within the District and all of its programs and activities a policy of equal opportunity in employment for all persons, and to prohibit discrimination, preferential treatment, or harassment based on sex, age, gender identity, gender expression, race, color, ethnic group identification, national origin, ancestry, religion, mental or physical disability, medical condition, genetic information, pregnancy, marital status or sexual orientation or because an individual is perceived as having one or more of the above characteristics.

**Confidentiality:** Confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that might be accessed in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform my job duties and may only be shared with those who are authorized to have such information.

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**Mandated reporter:** Child Abuse and Neglect Reporting: The South Orange County Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. **Elder and Dependent Adult Abuse Reporting:** It is the policy of the South Orange County Community College District to treat reports of violence against elderly persons or dependent adults as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

**Campus Crime and Safety Awareness:** Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in Human Resources upon request.

**Drug-Free Environment:** The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

**Smoke Free District:** It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is policy of the South Orange County Community College District to maintain a smoke free environment for all district sites.

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**DISABILITY ACCOMMODATIONS:**

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**CAMPUS CRIME AND SAFETY AWARENESS:**

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**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts

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employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:**

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**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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