



# Student Ambassador

## Information and Application

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### ***What is a Student Ambassador?***

Student Ambassadors serve as representatives of Horry-Georgetown Technical College, HGTC, for important events, including Orientation Sessions, Open Houses, Enrollment Days, Welcome Week, Group & Campus Tours, and other college-wide functions. HGTC strives to provide information, support, and resources to help students and college officials have a successful academic and extracurricular experience. A Student Ambassador aids in this mission by providing their time and assistance during these meaningful events. Above all, the Student Ambassador position is one of privilege, and must be treated as such. It is an opportunity to distinguish yourself from others at HGTC by actively participating in college sponsored events.

### ***What does a Student Ambassador do?***

Student Ambassadors provide guidance and information about HGTC to new and continuing students, their families, and other campus visitors.

The responsibilities of an Ambassador include:

- Representing the college in a professional and ethical manner at all times.
- Leading group and campus tours throughout the academic year
- Assisting with all aspects of college events, including but not limited to:
  - Set-up, greeting guests, helping with check-in, and clean-up for program events.
  - Sharing personal experiences to answer questions that may pertain to HGTC and the College environment.

### ***What are the minimum qualifications to apply?***

To apply for a position, you must:

- Have completed your first semester with HGTC and have a minimum 2.5 cumulative GPA.  
\*\*Students must also maintain this GPA to continue their employment as a Student Ambassador
- Be enrolled in at least 6 credits each semester for both Fall and Spring.
- Remain in good judicial standing with the College during your tenure in the position, not violate the Student Code of Conduct, and conduct yourself in an appropriate manner as is reflected by the Student Conduct Code both in person and electronically via the Internet (Twitter, Facebook, etc.).

### ***What are the mandatory job requirements?***

If you are selected to serve as an Ambassador, you must commit to the following:

- Attend a Student Ambassador Training every semester you are employed.
- Provide a minimum of 10 campus tours for the semester.
- Assist in a minimum of 5 Campus Events for the semester.

\*While the above events encompass the majority of your requirements, some participation may be required on an as needed basis.

***What is the compensation?***

Ambassadors will receive a \$500 stipend, provided they meet the agreed-upon obligations of the position and work at the required events. In addition, Ambassadors will receive two HGTC polo shirts to wear for campus events.

In some instances, it may be necessary for Ambassadors to car pool with a staff member in the College van to travel to HGTC events. Staff reserves the right to make special considerations in order to be inclusive of students who may need transportation assistance.

The Student Ambassador position offers insight into the collegiate atmosphere and administrative capacities, not normally afforded to most students. This is a chance to gain knowledge and experience by performing above and beyond normal role of a college student. Being an ambassador is an excellent addition to your resume. The Student Ambassador position is also an excellent opportunity to develop your networking skills through the interaction with faculty, staff, and students. These skills will aid you throughout your life, especially, in such a mobile work environment.

***Non-Discrimination Statement***

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations, Title IX Coordinator & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Title IX, Section 504, & Title II Coordinator Horry-Georgetown Technical College, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

# Student Ambassador Application

Name: \_\_\_\_\_  
Last First Middle Initial

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

Cell Phone Number: \_\_\_\_\_ Student H #: \_\_\_\_\_

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## Academic Information:

What is your cumulative GPA? \_\_\_\_\_

Intended Academic Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Organizations that you belong to (include HGTC involvement, high school involvement and community involvement):

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## Current/Past employment:

Please list your employment history. If you work/ed at Horry-Georgetown Technical College, please list this first.

Organization: \_\_\_\_\_

Supervisor name & phone number: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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Dates of employment: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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Supervisor name & phone number: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**References:**

Please list two professional references from HGTC faculty/staff members and one personal reference including complete contact information (email and phone number).

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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**Questions:**

Why do you want to be a Student Ambassador?

This job takes an incredible amount of dedication and commitment. What qualities do you possess that will enable you to be successful in this position?

Do you have experience working as a member of a team? How does that differ from working on your own?

What do you hope to gain from being a Student Ambassador?