Dream. Discover. Do!

Institute for Extended Learning
Application Guidelines

Purpose:
Congratulations on taking the first step to become an IEL Student Ambassador. Student Ambassadors serve as a point of contact for prospective students to educate them and their families, and the general public on the programs, resources, and student life at the IEL Centers. Ambassadors will engage in outreach activities and work to increase the number of underrepresented and underserved individuals who attend the IEL. They also provide leadership to create an environment that is welcoming and inclusive of all students.

Requirements:
- Must be currently attending the Institute for Extended Learning
- Must have been enrolled with the IEL for at least 30 days.

Responsibilities:
- Assist with presentations to community groups
- Assist with retention activities
- Assist in the design and implementation of activities for prospective and current students
- Attend student ambassador trainings as requested
- Work eight hours a week

Benefits:
- Improve and enhance interpersonal skills
- Develop leadership, communications, and team building skills
- Meet, interact, and network with other students, faculty, staff and community members
- Enhance your resume
- Paid $7.93 an hour

Application Procedure:
- Submit a completed application to: Jim Mohr, Student Activities and Diversity Programs, IEL, 3305 W Fort Wright Dr., MS 3090, Spokane, WA 99224
- Submit a resume and two letters of recommendation (it is suggested that one letter be from an IEL faculty or staff member) with the application
- Selected students will be called for an interview

Please call Jim Mohr at 509-279-6081 or e-mail jmohr@iel.spokane.edu with any questions or for additional information.

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Institute for Extended Learning
Student Ambassadors Job Application

Name: _____

Student ID: _____ Phone: _____

E-mail: _____

Address: _____

Street address City State Zip

Academic Program: _____

Center Location: _____

Languages Spoken other than English: _____

Availability for Work:

Monday: _____ Tuesday: _____

Wednesday: _____ Thursday: _____

Friday: _____ Saturday: _____

Future Goals: _____

_____

_____

Using a separate sheet of paper, please complete the following questions.

1. How would you describe yourself?
2. What are your reasons for applying to be an IEL Student Ambassador?
3. Please explain what qualities you possess that you think would make you a successful ambassador.
4. What aspects of the IEL do you think are important for a prospective student to be informed about or shown?

Submit the completed application by January 31, 2007 along with a resume and two letters of recommendation to: Jim Mohr, Student Activities and Diversity Programs, IEL, 3305 W Fort Wright Dr., MS 3090, Spokane, WA 99224

Persons with a disability requiring any auxiliary accommodations should contact the college. For TTY service, call 279-6092. Community Colleges of Spokane does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs, activities or employment.