Cascadia College Student Ambassadors
Department of Enrollment Services
Interested? Questions?
Contact Tracy Phutikanit at admissions@cascadia.edu

Expectations & Duties:

Cascadia College Student Ambassadors are a group of student leaders who are responsible for serving as ambassadors to incoming and first-year students within the Cascadia college community by providing information regarding campus resources, opportunities, and activities. CCSAs will participate in various recruitment and retention activities throughout the academic year, such as Cascadia Open Houses, Jumpstart Orientations, Transition Fairs, College Fairs, and by providing campus tours. CCSAs are also responsible for these primary duties:

Serve as a peer mentor to new students
- Act as resources to aide in the retention of students to finish their educational goals
- Contact students during their second week to answer questions
- Contact students who applied for admissions but have not registered
- Contact students who were enrolled but have not registered for next quarter

Assist with New Student Orientation Programs
- Serve as an orientation leader at the Jumpstart Orientation program the week before each quarter
- Assist with Cascadia’s Orientation and Registration Experience (CORE)
- Serve on student panels to share experience with prospective and new students
- Provide Campus Tours for Information Sessions

Assist with Campus Tours and Events
- Open House
- Outreach events at local high schools
- Local school visits to Cascadia College campus

Assist with Pre-Quarter preparation
- Prepare classrooms for instruction
- Coordinate and staff the welcome booth on the promenade and CC3 building
- Assist students who are seeking service at the Kodiak Corner Student Services Center and the Information Desk
- Assist students in the Kodiak Corner lobby and Information Desk during tuition deadline days and first week of classes
- Answer phones
- Refer students to resources on campus

Other Duties as assigned
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Please provide the Interview Committee with the following information. You may create your own format, but it must legible. The questions that follow are designed to collect information about your interests, and your future plans.

Name (Last, First, Middle Initial): ____________________________________________

Mailing Address: __________________________________________________________________

Cell Phone #:___(____)___-___________ Email: __________________________________________________________________

SID #: ______________________________________ Current GPA: ______________________

*Please attach your answers on a separate sheet to the following questions:*

1. Please tell us why you are applying for this position and what qualities you will bring to the role.

2. What skills do you hope to develop as a student leader?

Please turn in completed applications (page 4 only) to the Kodiak Corner in CC1 for Tracy Phutikanit. Or submit via email at admissions@cascadia.edu. Late or incomplete applications will not be considered.

**Applications are due Monday, August 17th by 9:00am.**

**Interviews will start the week of August 24th.**