



Bulldog Ambassador Program

Application Packet

This packet includes the following:

- Bulldog Ambassador Position Description
 - Bulldog Ambassador Application
- Bulldog Ambassador Recommendation Form

Please Return Completed Applications to:

Office of Student Activities and Outreach
Attn: Stephanie Robb
Building G, Room 105
Santa Maria Campus
Allan Hancock College



Bulldog Ambassador Position Description

General Description

Bulldog Ambassadors provide assistance to a wide variety of events for Allan Hancock College. These include but are not limited to during the registration process by presenting general information, directions and referrals to all new and continuing students, representing the campus and the college in both outreach programs and campus-wide special events throughout the academic year and campus tours. These activities may be at any of the AHC campuses, at area high schools or in the community.

Responsibilities

- Participate in all Bulldog Ambassador training programs, including on campus meetings and off-site training
- Review and become familiar with the training materials distributed to Bulldog Ambassadors
- Provide assistance to new and continuing students during pre-registration and the first week of classes each semester, to include assistance in: online admissions forms, registering for courses, providing directions to offices and classrooms, providing referrals to counselor and other student services staff: disseminating various forms and information sheets, as needed
- Participate in outreach efforts, which include on-campus, off-campus events and on-campus tours
- Provide assistance in campus-wide events during each semester

Qualifications

Required:

- Successful completion of a semester at Allan Hancock College with a total of 6 units required (ESL credits do apply)
- Currently enrolled at Allan Hancock College
- Minimum of a 2.0 cumulative G.P.A. each semester
- Completion of the Application Packet

Preferred:

- Completion of or currently enrolled in Leadership 111 or 112 or Personal Development 101 or 110
- Strong interpersonal skills and public speaking
- Leadership skills or previous leadership experience
- Previous volunteer or community service
- Current resume
- Drivers license and personal transportation



Bulldog Ambassador Application

Please type or print neatly

Personal Data

Legal Name: _____ Date of Application: _____

Preferred Name: _____ Pronouns: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Alternative Phone: _____

H Number: _____ Email Address: _____

Do you speak any languages besides English? If so, which ones: _____

Education Record

How many semesters have you completed at AHC? _____

Have you completed a Leadership or Personal Development class at AHC? _____ Yes _____ No

Current GPA? _____ How many semesters do you have left at AHC? _____

What is your educational goal? _____

Additional Information

Below are some of the activities in which Bulldog Ambassadors commonly participate. Which activities are you most interested in becoming involved?

_____ Assisting students with registration process

_____ Accompanying outreach staff on high school visits

_____ Leading campus tours

_____ Assisting with new student orientation programs

_____ Participating in student panel discussions

_____ Working at a college information table at special events

_____ Participating in public relation efforts including allowing interviews, photographs, and videotapes for a variety of college marketing strategies

Below are some of the questions that will be asked during your face-to-face interview.

1. What strengths, attributes and/or talents do you possess that would contribute to your effectiveness as a Student Ambassador?

2. Please list previous and current leadership and community services involvement.

3. Why do you want to be a Bulldog Ambassador? What do you hope to gain?

4. Please include any additional information which you believe is relevant and will assist the committee in the selection process.

Consent for Verification of Student Records

I hereby certify that all statements made on this application are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application. I grant permission to an authorized Allan Hancock College representative to verify my student records for this application.

Signature: _____ Date: _____

Do Not Write Below This Line

Interviewed on: ____/____/____ By: _____

Hired: Yes ____ No ____

Comments: _____

Allan Hancock College is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, martial or paternal status, disability, age, sexual orientation or veteran status.



Bulldog Ambassador Application

Please return completed application to the Student Activities and Outreach Office, G 105.

Applicant Information

Full Name: _____

Last Name

Legal First Name

Middle Name

Preferred Name

Pronouns

Address: _____

Street Address

Apartment/Unit #

City

State

Zip Code

Phone: _____ Email: _____

Date Available to Start: _____

Position Applied For: **Bulldog Ambassador**

Education

High School: _____

Address: _____

Street Address

City

State

Zip Code

Date attended from: ___/___/___ Date attended to: ___/___/___ Did You Graduate? ___ Yes ___ No

College: _____

Address: _____

Street Address

City

State

Zip Code

Date attended from: ___/___/___ Date attended to: ___/___/___ Did You Graduate? ___ Yes ___ NO

College: _____

Address: _____

Street Address

City

State

Zip Code

Date attended from: ___/___/___ Date attended to: ___/___/___ Did You Graduate? ___ Yes ___ No

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?: ___ Yes ___ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?: ___ Yes ___ No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference?: ___ Yes ___ No

Professional References

Please list three professional references

Reference 1

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Email Address: _____

Reference 2

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Email Address: _____

Reference 3

Full Name: _____ Relationship: _____

Company: _____ Phone Number: _____

Address: _____

Email Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date



Bulldog Ambassador Availability Sheet

Name: _____ Date: _____

Email: _____ Phone: _____

Please cross out the time frames you are **unavailable** for the coming academic semester. Please include classes, other work commitments etc. If you do not yet know your schedule, this can be left blank.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8- 8:30 a.m.							
8:30-9 a.m.							
9-9:30 a.m.							
9:30-10 a.m.							
10-10:30 a.m.							
10:30-11 a.m.							
11-11:30 a.m.							
11:30 a.m.-12 p.m.							
12-12:30 p.m.							
12:30-1 p.m.							
1-1:30 p.m.							
1:30- 2 p.m.							
2- 2:30 p.m.							
2:30-3 p.m.							
3-3:30 p.m.							
3:30- 4 p.m.							
4- 4:30 p.m.							
4:30-5 p.m.							
5-5:30 p.m.							
5:30-6 p.m.							
6-6:30 p.m.							
6:30-7 p.m.							
After 7 p.m.							



Allan Hancock College Bulldog Ambassador Recommendation

You are being asked to provide a reference for _____ who is applying for a position as a Bulldog Ambassador (formerly known as Student Ambassador) at Allan Hancock College.

To the Recommender:

Name: _____

Title: _____

Phone Number/ Email Address: _____

Relationship to Applicant: _____

Bulldog Ambassadors represent Allan Hancock College by assisting students in the registration process, participating in outreach efforts at local high schools, assisting with campus new student orientations, conducting campus tours, and participating in a variety of special events. Candidates should have good listening skills, strong academic and leadership skills, effective communication techniques and the ability to manage multiple priorities.

We would appreciate your completion of this recommendation form by providing your personal feedback concerning the applicant, or attach a separate letter of reference.

Please answer as candidly and completely as possible. Please print or type.

1. Describe the applicant's level of maturity and responsibility.

2. Please comment on the applicant's communication skills (one-on-one, small groups)

3. How well does the applicant accept direction and/or feedback? Do you have any examples?

4. Please comment on the applicant's leadership potential.

5. Describe the applicant's strengths and areas requiring improvement.

6. Please provide any additional information regarding the applicant, relating to their ability to listen, encourage, support, and communicate.

7. Do you have any additional comments about this candidate that would help in the decision to hire?

8. Other comments

9. Please mark the appropriate response:

_____ I highly recommend this applicant

_____ I recommend this applicant

_____ I recommend this applicant with reservations

_____ I do not recommend this applicant

Signature of Reference

Date

Please submit this reference regarding the Bulldog Ambassador candidate in a sealed, signed envelope at the Student Activities and Outreach Office in G105 on the Santa Maria Campus or via email with the subject line "Bulldog Ambassador Reference Letter for _____" to srobb@hancockcollege.edu.

Thank you for your contribution to the selection of qualified candidates for the Bulldog Ambassador Program at Allan Hancock College.