



Academic Support Center Ambassador Job Description

Job Title: ASC Student Ambassador
Hourly Rate: \$16.50/hr.
Fall 2024 Hours: Monday–Thursday 8:00 AM–5:00 PM, Fridays 8:00 AM–4:00 PM

The **Fullerton College Academic Support Center (ASC)** provides instructional support services to students, faculty, and staff with the aim of helping students achieve academic success. The ASC is comprised of the Skills Center, Tutoring Center, and Writing Center. The ASC Ambassador works as front desk staff for any of our centers. The goal of an ambassador is to welcome students to the ASC and inform them about our services and resources as well as schedule appointments, answer phones, etc. This position provides an excellent opportunity for students who are passionate about helping their peers succeed academically and who are looking to develop valuable professional skills in a supportive environment.

Requirements and Qualifications:

- Strong interest in developing professional and office skills
- Exercise effective time management skills in a fast-paced work environment
- Ability to problem solve ethically and multitask, independently and as a team
- Excellent communication skills, organizational skills, and attention to detail
- Familiarity with Microsoft Office applications and basic computer skills
- Must be currently enrolled at Fullerton College with at least one semester completed
- Must be full-time and enrolled in at least 12 units throughout the semester
- Must be a Federal Work Study student. Please check with Financial Aid for eligibility.

Instructions to Apply:

1. Complete the online application posted on JobX.
2. Email the recommendation link to a Fullerton College staff member:
<https://forms.gle/ouCxZBFNnBBVuQkq8>

Applications for Spring 2025 being accepted now!

Online application and recommendation must be received for consideration

For application questions, please contact Administrative Assistant II, Yadira Aguillon, at Yaguillon@fullcoll.edu.