



## STUDENT SERVICES CENTER

### STUDENT AMBASSADOR POSITION

**Contact Persons: Charmian Smith, Dean of Students**

**Email: [Charmian.Smith@ncc.edu](mailto:Charmian.Smith@ncc.edu)**

**Phone: 516-572-7376**

**David Follick, Dean of Admissions**

**Email: [David.Follick@ncc.edu](mailto:David.Follick@ncc.edu)**

**Phone Number: 516-572-7346**

#### **Role of the Student Ambassador**

Student Ambassadors provide a welcome to the college. The ambassadors will help welcome students to the Student Services Center. Additional tasks such as making calls to prospective students, creating new student information packets and general office duties may be required as well. Reports to the Dean of Students and to the Dean of Admissions.

#### **Responsibilities**

- Greet students and provide directions to faculty, administration and guests in the Student Service Center
- Assist with answering phone calls and general office tasks
- Work campus enrollment events
- Provide information relating to NCC to visitors in the Student Service Center
- Attend social and educational program(s) when invited by the College Administration
- Provide campus tours when requested by the administration
- Assist with registration process of class selection for new students.
- Other duties as assigned

**Interested candidates should contact the Deans listed above for an interview. Complete the attached application form and bring it with you on your interview.**



Nassau Community College

**Student Registration Assistant Application**

*Please type or print neatly*

**PERSONAL DATA**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

NCC ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ACADEMIC INFORMATION**

How many semesters have you completed at NCC? \_\_\_\_\_

Current G.P.A. \_\_\_\_\_ Current Major at NCC \_\_\_\_\_

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

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2. Please list previous and current leadership and community service involvement, if any.

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3. Please list your most recent employment history, including any job that you currently have.

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

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**References (one must be from NCC)**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

**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 representative of Nassau Community College to verify my student records for purposes of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

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Interviewed on: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Hired: Yes \_\_\_\_ No \_\_\_\_

Comments: \_\_\_\_\_

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*Nassau Community 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, marital or parental status, disability, age, sexual orientation or veteran status.*