

Student Ambassador Expectations Agreement

The Student Ambassador Program is for volunteers who wish to represent AACC by providing aid for special events, campus tours and other duties as assigned.

The term of appointment extends for one academic year. This will include two semesters. The first semester will be the fall and the second semester will be the spring (August through May). There is potential for summer work as well.

Special Events

- **Student Ambassadors will** assist faculty, staff, and departments with various college activities and events. Events may include: Foundation events, Lego Competition, Commencement, College Fair, Registration Rally, and Science Day. A list of special events for the academic year will be provided to each Ambassador through SignupGenius.
 - Signupgenius is free online software tool for volunteer management and event planning. Events will be sent to Ambassadors via Signupgenius to the e-mail provided on the contact information sheet. It is the Ambassadors responsibility to sign up for events, trainings, meetings, and workshops through Signupgenius. Ambassadors are also encouraged to check their e-mail regularly to stay up to date of upcoming events or any changes or updates that may have occurred.
- **Student Ambassadors will** assist with group tours and individual tours in an enthusiastic way that positively represents AACC.
- **Student Ambassadors will** attend Enrollment, Retention and Recruitment events: (may include) high school visits to recruit prospective students.
- **Student Ambassadors are encouraged** to attend the Student Leadership Conference held in both the fall and spring semesters as well as participate in the Leadership Challenge.
- **It is the responsibility of the Student Ambassador** to become familiar with all the information that he or she is expected to know, including but not limited to Anne Arundel Community College's academics, extracurricular activities, and services/resources.

Position Specifics/ Qualifications:

- **Student Ambassadors must** have a 2.5 GPA or higher to be admitted into the Ambassador Program and must maintain a 2.5 GPA throughout service. If Ambassador is a recent high school graduate a high school transcript is required. Student Ambassador must be enrolled in at least 6 credits, and have declared a major (cannot be undeclared).
- **Student Ambassadors are required to** attend and fully participate in the mandatory training sessions and meetings.
- **Student Ambassadors are required** to be punctual and reliable in attending all scheduled events, tours, etc. and exercise position communication skills paired with a great attitude. Be ready to help where you are needed.
 - Excessive absenteeism and cancellations can result in dismissal from program. An ambassador will strive to have no unexcused absences from ambassador functions and events and take full responsibility to find a replacement ambassador if needed. If an ambassador has more than three absences from a tour or scheduled event (without finding a replacement) they may be asked to resign their position as a Student Ambassador.
- **Student Ambassadors will** wear appropriate uniform attire or specific clothing for events. Ambassador's clothing should always be clean and pressed to present a professional appearance.

Red ACT shirt must be worn unless otherwise specified. Dress clothing/business casual attire may be required for some events.

- **Student Ambassadors are expected** to set a positive example at all times and conduct themselves in an honest, conscientious, courteous, and professional manner at all times by showing respect for persons of all backgrounds, ethnicities, races, lifestyles, interests, and abilities.
- **Every member of the Ambassador Team** will participate in the Ambassador selected Service Learning project during the fall and spring semesters.
- **Student Ambassadors represent** the Campus Information Department, the Division of Enrollment Services and AACC in a positive and professional manner at all times, and please direct any concerns directly to the Campus Information Supervisor: Heather McFarland.
- **Student Ambassadors will** actively support, enforce and abide by Anne Arundel Community College's policies, regulations, and procedures as listed within the AACC student handbook which will be provided to each ambassador.
- To be eligible for federal grants and loans, state grants and scholarships, institutional scholarships, and federal and AACC student employment funds, a student must meet all Satisfactory Academic Progress (SAP) standards as set by the federal government (HEA Sec. 484(c), 34 CFR 668.16(e) 34 CFR 668.32(f) 34 CFR 668.34). For more information about SAP standards visit <https://www.aacc.edu/policies/satisfactory-academic-progress/>.

I have read the duties and expectations required of Anne Arundel Community College's Ambassadors. I understand these duties and expectations and pledge to uphold them to the best of my ability. I understand that failure to uphold these duties and expectations may result in my dismissal from the AACC Ambassador program. I agree that my GPA, as reported, is accurate and acknowledge that it may be verified by my supervisors.

I have read and I agree to all terms and conditions listed above:

Printed Name:

Signature:

Date

Heather McFarland, Campus Information Supervisor

Date

A copy of this form shall be kept in the employee's personnel file, and provided to the volunteer.