



College Work-Study Employee Requisition

Fall 20___ Spring 20___ Summer 20___

Work-Study Position Title: Student Ambassador
Department Requesting Position: School and Community Outreach
Campus: Room Number: Number of Work-Study Positions Requested:

Description of Duties and Tasks: Essential duties and responsibilities include the following. Other related duties may be assigned.

- Serve as a representative of the College.
Participate in school visits, college fairs and special events related to outreach at various locations in Austin & surrounding areas.
Lead campus tours.
Take part in follow-up activities that include sending letters and making phone calls to prospective students.
Prepare student packets.
Answer telephone calls to the Outreach Office.
Training provided and required.

Required Skills: Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to conform to an established work schedule.
Ability to communicate in a concise and effective manner, including the ability to do presentations.
Effective organizational, planning and interpersonal skills.
Ability to work with diverse populations.
Ability to understand and follow instructions.
Ability to use personal computers.
Ability to exercise tact and discretion.
Positive attitude toward the college experience and ACC.

What other possible duties will the student be required to perform? Please be specific with regard to any physical activities, including lifting, stair climbing, cleaning & maintaining facilities or equipment.

Note: Depending on the student's award, 15 hours per week is the maximum a student is allowed to work during the Fall/Spring. Summer eligibility may be as high as 20 hours per week, depending on the student's award.

Are you willing to train the work-study student? Yes [] No []

Will the student be required to work specific hours/days other than Monday-Friday 8 a.m.-5 p.m.? Yes [] No []

If the answer to the above question is yes, please indicate hours/days: _____

Are weekend and/or evening hours available for students to work? Yes [] No []

To whom should the student be referred for the interview? _____

Important! To request and hire a work-study student, you must meet the definition of supervisor as defined by Human Resources and the E-Time system!

(Supervisor's Name: Please Print)

(Supervisor's Title: Please Print)

(Supervisor's E-Mail Address)

(Supervisor's Signature)

(Phone Number)

(Date)