

***NAPA VALLEY COLLEGE  
STUDENT WORK STUDY  
JOB DESCRIPTION***

**TITLE OF JOB:** STUDENT AMBASSADOR      **POSITION UPDATED:** JUNE 2018

**DEPARTMENT:** WELCOME CENTER

**GENERAL PURPOSE:**

To provide accurate and useful information, welcome visitors, and lead tours for new and prospective students and their families. Student Ambassadors will gain leadership skills and experience, making outreach presentations.

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**DUTIES:**

To share first-hand information about the NVC experience. Help new students transition to NVC.

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**SKILLS REQUIRED:**

Must be self-motivated, engaging, flexible, friendly, comfortable talking to strangers, respectful, sensitive and understanding for the diverse academic, cultural social and educational backgrounds of community college students. Must be familiar with campus offices, locations, programs and services. Fluency in a language other than English.