



Financial Aid Ambassador Job Overview

Financial Aid Ambassador Program

An outreach (off campus) and in-reach (on campus) program to:

- Raise awareness of State and Federal Financial Aid and Scholarship Resources
- Encourage low-income and disadvantaged students to apply for financial aid
- Assist students (current and prospective) and their families in overcoming financial barriers
- Enhance communication with local feeder high schools, community organizations and the general public with financial aid information

Benefits of being a Financial Aid Ambassador:

- Build leadership and public-speaking skills
- Gain comprehensive knowledge of financial aid and scholarship resources
- Establish relationships with administrators, faculty, staff and students at Skyline College
- Develop relationships with four-year university representatives and community partners

Financial Aid Ambassadors Serve As:

- Liaisons between the College and local high schools
- Community partners
- Assistants for on-campus activities such as FAFSA Workshops, Financial Aid Awareness Day/Tabling
- College representatives at community events such as Cash for College and college fairs

Duties and Responsibilities:

- Assist and report to Financial Aid Program Services Coordinator
- Promote and have a comprehensive knowledge of financial aid and scholarship resources
- Serve as a Skyline College financial aid representative at various outreach events (off campus)
- Conduct financial aid in-reach (on campus) activities, such as classroom presentations and tabling
- Staff Cash for College, Skyline College events and Financial Aid Awareness Day events
- Create/update reports, flyers, brochures, correspondence using MS Word, Excel, PowerPoint
- Attend mandatory monthly meetings and trainings
- Assist Financial Aid Office as assigned (e.g. special projects)
- Respond to Financial Aid Office voicemails and emails from skyfaoffice@smccd.edu

Requirements – Mandatory (Must meet all of the below):

- Eligible for Federal Work-study Program
- Completed 2020-2021 FAFSA application at: www.fafsa.gov (Skyline School Code: 007713)
- Meet Financial Aid Satisfactory Academic Progress (Cumulative 2.5 GPA and 67% Pace Rate)
- Enrolled in at least 6 units per semester
- Not be involved in any disciplinary actions at Skyline
- Have means of **reliable transportation** to visit outreach (off campus) locations

Preferred Qualifications:

- Bilingual skills (Spanish/Chinese/Tagalog)
- Computer skills (Outlook, MS Word, Excel and PowerPoint, WebSMART, CCCApply, etc.)
- Prior knowledge of financial aid programs

Desirable Skills and Abilities:

- Effective communications skills (e.g. public speaking, interpersonal and conduct presentations)
- Ability to maintain a professional attitude at all times
- Respectful interaction with people who are diverse in their cultures, language groups and abilities
- Ability to maintain strict confidentiality of all student records and sensitive matters
- Exhibit excellent leadership skills
- Ability to multi-task in a fast-paced environment, meet deadlines, and prioritize workloads
- Maintain an effective working relationship with Skyline College faculty, staff, students and other departments (e.g. Counseling Division, EOPS, Admissions & Records Office, SparkPoint Center, etc.)
- Maintain an effective working relationship with local feeder high schools and community partners
- Take initiative to be knowledgeable about Skyline College and District programs (e.g. degree and certificate programs, transfer services, Learning Communities and Concurrent Enrollment Program)

Salary:

Salary: Placed at Level C, Step 1 (\$18.50 per hour) on the Student Assistant Salary Schedule

Work Schedule:

10-15 hours a week (may work **up to** a maximum of **20** hours per week during peak periods and while classes and/or finals are in session, including summer). Available to work some evenings and weekends

Required Documents:

1. Financial Aid Ambassador Employment Application (including typed answers to questions 1-5)
2. Resume
3. Must have completed a 2020-2021 FAFSA Application at: www.fafsa.gov (Skyline School Code: 007713)

Application Materials:

To print an application, please go online to: <http://skylinecollege.edu/financialaid/ambassadors.php>

Deadline

Questions, completed application and supporting documentation should be submitted to:

Patricia Flores, Program Services Coordinator – floresp@smccd.edu or 650-738-4390

Equal Employment Opportunity

The San Mateo County Community College District “SMCCCD” implements the spirit, principles, and laws related to Equal Employment Opportunity, the Americans with Disabilities Act, and related laws and regulations governing the employment of persons without regard to race, gender, disability, marital status, age, religion, or national origin.

