



# 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](mailto:skyfaoffice@smccd.edu)

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

- Eligible for Federal Work-study Program
- Completed 2019-2020 FAFSA application at: [www.fafsa.gov](http://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 2019-2020 FAFSA Application at: [www.fafsa.gov](http://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](mailto: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.

# SKYLINE COLLEGE: FINANCIAL AID AMBASSADOR – EMPLOYMENT APPLICATION

APPLICANT INFORMATION			
First Name:		Last Name:	
E-mail Address (@my.smccd.edu):			G-Number:
Will you be enrolled in at least 6 units in both Spring/Fall 2020 Semesters: YES <input type="checkbox"/> NO <input type="checkbox"/>			Cumulative GPA:
What is your overall education goal at Skyline: Certificate <input type="checkbox"/> AA/AS <input type="checkbox"/> Transfer <input type="checkbox"/> AA/AS & Transfer <input type="checkbox"/> Other <input type="checkbox"/>			
Can you commit to a one year position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, reason:
Have you applied for Financial Aid and receive the CCPG/BOGW Fee Waiver?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
When do you anticipate completing your educational goal at Skyline: Month: _____ Year: _____			
Are you fluent in any other languages other than English? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, which one: _____			
EDUCATION			
High School Attended:	What year did you graduate: _____		
ACTIVITIES/COMMUNITY SERVICE			
Have you been involved in student activities either in high school or college? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, please list: _____			
AVAILABILITY – PLEASE LIST THE HOURS YOU ARE AVAILABLE TO WORK OUR OFFICE HOURS ARE: MONDAY – THURSDAY 8:00-6:30PM AND FRIDAY 8:00-12:00PM			
Mon: _____ Tues: _____ Wed: _____ Thur: _____ Fri: _____			
ON A SEPARATE SHEET PLEASE ANSWER THE BELOW QUESTIONS – ANSWERS <u>MUST BE “TYPED”</u>			
1. What special skills have you acquired from employment, previous volunteer work, hobbies or sports that have prepared you to become a Financial Aid Ambassador?			
2. What type of involvement in college and/or high school activities has allowed you to develop leadership qualities?			
3. All new Financial Aid Ambassadors join a veteran team of Ambassadors. Please describe how you would work as a team player with both new and experienced Ambassador co-workers.			
4. Financial Aid Ambassadors interact with a very diverse student body population. Describe your experiences in dealing with individuals of different cultures other than your own.			
5. Why would you like to become a Financial Aid Ambassador?			
APPLICATION CHECKLIST – ALL ITEMS LISTED BELOW MUST BE COMPLETED AND SUBMITTED WITH APPLICATION			
<input type="checkbox"/> Completed Application			
<input type="checkbox"/> Application Questions 1-5 – <b>Typed Answers on a Separate Sheet of Paper</b> and a copy of your resume			
<input type="checkbox"/> 5-10 minute Presentation on <b>How to apply to Financial Aid</b>			
<input type="checkbox"/> 2019-2020 FAFSA Application Submitted at <a href="http://www.fafsa.gov">www.fafsa.gov</a>			
<b>Submit ALL Application Materials to: The Financial Aid Office, Bldg. 2 – Room 2234</b> <b style="color: red;">Incomplete Applications will NOT be Reviewed – No Exceptions!</b> Questions Contact: Patricia Flores, Program Services Coordinator at <a href="mailto:floresp@smccd.edu">floresp@smccd.edu</a> or 650-738-4390			