

**Multicultural & Community Engagement Center
MCEC Student Ambassador
Information Sheet & Application**

Multicultural & Community Engagement Center Description

The main goal of the Multicultural & Community Engagement Center (MCEC) is to help connect the students and the campus to the community at large. This is done through a variety of ways:

Service Learning
Community Service (off-campus)
Service Projects (on and off campus)

Service learning is defined in many ways. The American Association of Community Colleges defines service learning as: *“The combination of community service and classroom instruction, with a focus on critical, reflective thinking as well as personal and civic responsibility.”*

This basically means that if students get involved in their community, society will be able to solve a lot of problems. In order to get students involved, some faculty offer service learning as extra credit or a project option in the classroom.

Each semester approximately many faculty participate in service learning at GCC. This means that there are 500 to 600 students who are part of our programs each semester. In order to run an effective program, there are a variety of needs by faculty, students, and community agencies/partners that the MCEC must address.

MCEC Student Ambassador Job Description

Student Ambassadors will provide a variety of services to students, including, but not limited to:

General Office Duties - such as answering phones, data entry, etc.

- Greeting and assisting students at the front/reception desk;
 - Doing one-on-one or small group orientations for students;
 - Doing classroom presentations (depending on skills and comfort level);
 - Assisting with organizing events such as workshops, trainings, orientations, and fairs;
 - Helping to update our list of approximately 200 non-profit organizations; and
 - Providing input to how our program operates by giving suggestions and ideas.
- And other related duties.

For more information, or if you have questions, please contact Nane Kakosian or Hoover Zariani at 818-240-1000, ext. 5580 or drop by the Multicultural & Community Engagement Center in SM 267!

Multicultural & Community Engagement Center Work Study Application

Please Return this applications to MCEC in Sierra Madre 267.

PLEASE PRINT LEGIBLY

Name: _____ Date: _____

Address: _____ ID#: _____

_____ Phone #: _____

Email: _____ Major: _____

Have you worked in another office on campus? If yes, which one? _____

Please answer the following questions	Yes	No
Do you have any computer experience/skills?		
Do you receive financial aid or work study?		
Are you willing to make classroom presentations, if trained?		
Do you know how to create or update a website?		
Do you know how to create flyers, announcements, etc?		
Have you ever organized any activities, events?		

Please provide details for any of the questions above:

Briefly state why you are interested in the position at the MCEC

What is something you are passionate about and explain why?

Please list any **VOLUNTEER** or **PAID** experiences below

Organization Name	Activities You Did	Paid or Volunteer?

Please place an X in the time slots that you can work. Consider your classes and study time. Mark all available times and you will be assigned hours (probably around 10 hours) according to seniority.

Keep in mind that the Multicultural & Community Engagement Center is open from 8 a.m. to 5 p.m. on Monday through Thursday and 8 to 12 noon on Fridays.

This schedule is for the _____ semester for _____ (year)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 to 8:30 a.m.					
8:30 to 9:00 a.m.					
9:00 to 9:30 a.m.					
9:30 to 10:00 a.m.					
10:00 to 10:30 a.m.					
10:30 to 11:00 a.m.					
11:00 to 11:30 a.m.					
11:30 a.m. to 12 Noon					
12 Noon to 12:30 p.m.					
12:30 to 1:00 p.m.					
1:00 to 1:30 p.m.					
1:30 to 2:00 p.m.					
2:00 to 2:30 p.m.					
2:30 to 3:00 p.m.					
3:00 to 3:30 p.m.					
3:30 to 4:00 p.m.					
4:00 to 4:30 p.m.					
4:30 to 5:00 p.m.					

Signature _____

Date _____