

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



Multicultural & Community Engagement Center (MCEC) Description

The Multicultural & Community Engagement Center (MCEC) at GCC is dedicated to helping our campus build a culture of acceptance and inclusion through engagement.

We work to help connect the students and the campus to the community at large. This is done through a variety of programs and services.

Each semester between 500 to 600 students take part in our programs each. Our Center has two full time staff and student ambassadors are an invaluable part of doing the work that we do.

MCEC Office

Student Ambassadors

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;
- Providing input to how our program operates by giving suggestions and ideas;
- other related duties;

DREAM Resource Center

Student Ambassadors

The DREAM Resource Center (DRC) assists students who are undocumented/AB 540 status or Dreamers with resources and services they may need to be successful students.

Students working in this program assist with the following:

- Helping students by answering general questions about AB 540/DREAM Application/undocumented status;
- Organizing workshops and activities such as resume writing, financial aid, etc.;
- Organizing social events for undocumented students;
- Advocating for students throughout the campus; and
- Providing input for program improvement;
- Other related duties;

Pride Center

Peer Educator

The Pride Center (PC) is in search of student workers who will serve as Peer Educators to help with organizing and implementing programs and projects for the center.

Students working in this program will:

- Advocate for students who are LGBTQ+ and allies;
- Assist in developing resources for students;
- Make classroom presentations about the program and resources available;
- Attend related meetings and workshops;
- Providing input for program improvement;
- Work with faculty and staff to organize workshops/activities;
- other related duties;

Rising Scholars Program

Student Ambassadors

The Rising Scholars Program creates a pathway into higher education for formerly incarcerated, reentry, and system impacted individuals

Students working in this program assist with the following:

- General office duties such as answering phones, data, entry, etc.;
- Assist in developing resources for students;
- Assist with workshops and activities;
- Providing input for program improvement;
- Attend Glendale CAP meetings on the first Wednesday of every month from 10am – 11am;
- Other related duties;

For more information, or if you have questions, please contact Nane Kakosian or David Crawford 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 application to MCEC in Sierra Madre 267. **Please Print legibly.**

Please specify the position(s) you are applying for:

Multicultural Center Office DREAM Resource Center Pride Center Rising Scholars

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 you are applying for.

What is something you are passionate about and why?

Please list any VOLUNTEER or PAID experiences below

Organization Name	Activities You Did	Paid or Volunteer?

PLACE AN X IN ALL THE TIME SLOTS YOU ARE AVAILABLE TO WORK

Please don't list your classes in the schedule below. Consider your classes, study time, and other responsibilities. You will be assigned hours (probably around 10 hours) according to seniority.

Multicultural & Community Engagement Center Hours:

8:30 a.m. to 4:30 p.m. - Monday through Thursday

8:00 a.m. to 12:30 p.m - Fridays

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

	Monday	Tuesday	Wednesday	Thursday	
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.					

Signature _____

Date _____