

Job Title: OPS Student Ambassador

Compensation: \$15.75 - \$15.75

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 2

Position Summary:

Assists members of the Workforce Institute team by helping to recruit current students to the Tampa Bay Technology Forum events, providing a student's perspective to future students. Assists the department by helping to recruit new students. Reports to the Director or designated College Recruiter/Outreach Specialist.

Typical Essential Duties

- Attends recruiting events with College Recruiters;
- Assists with college-related special projects and events;
- Communicates with prospects, current students, and colleagues via phone, email, social media and/or in person;
- Produces information packets to be mailed to inquiring student prospects;
- Fills community information racks with informational/marketing material;
- Other back-office duties as assigned;
- Represents their respective college in the community and provides a student's perspective.

Requirements:

Education:

Minimum requirements the student must possess to be considered:

- Twelve (12) or more completed credits at St. Petersburg College, USF-Tampa, USF-St. Petersburg, or University of Tampa;
- Cumulative GPA of 2.5 or higher;

- Completion rate of 75% of courses attempted.

Educational requirements to be monitored at the end of each term for eligibility.

Experience:

Two years related experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Customer service principles;
- Email etiquette principles;
- Recordkeeping principles;
- Computers and related software applications.

Skills:

- Providing program support;
- Maintaining confidentiality;
- Ability to work with people from diverse backgrounds;
- Motivation to help future students through the college decision process;
- Strong communication and interpersonal skills when interacting with coworkers, supervisor, and the general public in order to effectively convey information and to give/receive direction.

Physical:

- Positions in this class typically require: stooping, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be required to travel and will need their own transportation to and from events (mileage reimbursed).

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Provides information to students on academic programs, financial aid, internships, careers, study abroad programs, and/or other related programs.	Daily 30%
2.	Collects, reviews, and verifies financial data and academic records submitted by students.	Daily 30%
3.	Processes student financial aid information, which includes: verifying eligibility for applicable Federal and State aid programs; compiling necessary documentation; and performing related activities.	Daily 25%
4.	Prepares a variety of correspondence including award letters, applications, records, and/or related documents. Maintains records and databases.	Daily 15%
5.	Performs other duties of a similar nature or level.	As Required

Equal Access/Equal Opportunity

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