



2024-2025 Student Ambassador Program Job Description

General Description:

The Pamlico Community College (PCC) Ambassadors program is designed to assist in meeting PCC's need for active participation of informed and dedicated student leaders during college level events and/or activities. PCC's Ambassadors will be required to maintain a positive attitude, uphold best practices in customer service and exhibit self-confidence in representing Pamlico Community College. If selected, each participant must commit to the program through a signed contract.

Eligibility Requirements:

To be eligible, students must submit an application, including an essay on several topics, along with a letter of reference from a faculty member or advisor. Each applicant must have and be able to maintain a 3.0 GPA not including developmental coursework. Students who have completed a minimum of 12 semester hours (other than developmental courses) are preferred, but the minimum completed hours are not required for consideration.

Job duties include but are not limited to the following:

- Work closely with student services
- Assist with various administrative assignments
- Assist with college on-campus and community events (including PCC Foundation events)
- Assist with campus tours
- Assist with offices other than student services as needed

Students who are selected as Ambassadors are encouraged to obtain a Career Readiness Certificate. Appropriate work attire (business casual) is required. You will be required to wear a PCC Student Ambassador polo shirt to all events.



2024-2025 Student Ambassador Program Application

Name: _____ ID#: _____

Address: _____
Street/Box City/State Zip Code

Hometown: _____ Birth Date: _____

Phone/Cell: _____ E-Mail: _____

Major: _____ Expected Date of Graduation: _____

Current GPA: _____ (attach unofficial transcript)

Statement of Commitment:

I have reviewed the ambassador application information and agree to support the guidelines of this program. I am aware that if selected, I must commit to being involved in the ambassador programs activities.

Should ambassador scholarship recipients, at any time, drop out of school or fail to successfully perform their responsibilities, the remainder of funds from the academic year shall be retained by Pamlico Community College. If the recipient drops out of school prior to the 10% point of the semester, he/she shall be responsible of reimbursing the award for that semester. The student will request a refund of the tuition and shall pay to the College the refund plus the difference between the amount of the refund and the amount awarded.

Signature/Date



For consideration, applicants must submit a letter of recommendation from a faculty or staff member and attach an essay addressing the following topics:

1. What are your long-term educational aspirations?
2. What do you feel are the greatest benefits for students attending a community college?
3. What do you think makes you best qualified to serve as a Student Ambassador?
4. Please feel free to share any other information about yourself that you feel is pertinent to this position.

***Please note that the Selection Committee will ask Student Ambassador Finalists to participate in a personal interview.**

Applications and all required documents are due to the Financial Aid Office no later than August 8, 2024.

Applications will be accepted via in-person, emailed, or mailed submission, but must be received to the Financial Aid Office by the deadline. Incomplete applications will not be accepted for consideration.

**Email to:
finaid@pamlicocc.edu**

**Mail to:
Pamlico Community College
c/o Financial Aid-Scholarships
PO Box 185
Grantsboro, NC 28529**