

**Position -** Student Success Ambassador

**Department:** Advising Center

**Pay Rate: Contract -** $14.15/hour

**Location:** Alfond Campus, Averill Hall and/or Fairfield Campus, Lunder Hall

**Schedule: up to** 20 hours week

Interested candidates should email Brooke Curtis at bcurtis@mainecc.edu for a link to the position application

**Job Description:**

The Student Success Ambassador works at the information desk in Lunder or Averill. This position assists students, staff, and faculty with a variety of needs and guides them to the services they are seeking. Within Lunder or Averill, the assistant will oversee the space by ensuring that printers and photocopier are in working order; keeping the space neat, wiping down workstations and workspaces, etc.; trouble-shooting in-house technology issues as they arise and contacting IT as necessary. The Ambassador will also work on projects and events as assigned by the Advising Center.

**Responsibilities:**

* work collaboratively with the entire Student Success Center staff, which may include contributing to events and projects
* assist students with referrals to academic support services
* photocopy and scan documents as needed
* provide back-up assistance with checking in/out library materials.
* help students/staff with equipment such as laptops, computers, iPads, copier and printers
* create documents using Microsoft Word and/or Canva
* help design and implement workshops
* perform other duties as needed

**Qualifications/Skills**

* working knowledge of Microsoft Office and/or Canva with an ability to create documents and the willingness to learn additional computer software
* keen attention to detail
* commitment to providing excellent customer service
* punctuality, dependability, and excellent writing and oral communication skills

**Desired Skills:**

* strong writing and interpersonal skills
* familiarity with and enthusiasm for working with technology