



Bellevue College Welcome Center

2021-2022 BC Ambassador Job Description

Position Summary

Bellevue College (BC) Ambassadors are student leaders who guide students, families, staff, and faculty seeking assistance or information regarding admissions, resources, location finding, campus tours, and enrollment support throughout the academic year. In addition, they are responsible for coordinating new student orientations, information sessions, campus tour logistics, answering phones and/or emails, occasional support with official transcripts, and participating in outreach events such as open houses and college fairs. The position stations at the front desk of the Welcome Center Department.

Qualifications and Requirements

Personal Competencies

At the time of appointment, students should possess the following skills...

- Communication skills
- Technical competency
- Work ethic
- Flexibility
- Customer service skills
- Enthusiastic
- Punctual
- Friendly
- Organized

Educational Benefit to Student

As a BC Ambassador, students will benefit from the following...

- Student leadership development
- Time management (scheduling, using calendar/planner)
- Project development (presentations and tour planning)
- BC representation

Compensation

As compensation for Summer/Fall 2021 – Spring 2022, BC Ambassadors will be compensated as follows...

- Up to 20 hours a week at \$13.50 an hour.
- Work study eligible.

For questions about the BC Ambassador position or application process, please contact Ramón Concepción at (425) 564-2223 or ramon.concepcion@bellevuecollege.edu.

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