Work Study Position Description

Bellingham Technical College
Address: 3028 Lindbergh Ave. Bellingham, 98229

Department: Veteran Services/Student Financial Resources
Position Title: Student Ambassador

Supervisor: Meghan Lippert
Supervisor Contact: mlippert@btc.edu

Site Supervisor: Meghan Lippert
Site Supervisor Contact: mlippert@btc.edu

Schedule Guidelines:
- Work Study employees may not exceed the wages and hours referenced in the referral.
- 15-minute break per 3+ hr shift
- After consecutive 5hrs, ½-hour lunch required
- Hours must be submitted and approved by supervisor by payroll deadlines
- Employment subject to continued eligibility
- See referral for additional details

I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

Staff will work on a supportive team with Veteran Services SCO, other student employees, and campus and community resources to gain professional skills such as leadership, communications, and professional development that can be used in future employment. Veteran Services Student Ambassador(s) job duties will be based upon interest, strengths and availability around a variety of outreach and veteran programming initiatives to increase resource accessibility and sense of community for BTC veteran students. Staff will also regularly assist with office duties and outreach for the Student Financial Resources Office.

II. SUMMARY OF JOB:

Job duties may include all or some of the following:

- Participate in weekly meetings with Veteran Services Supervisor and other Student Ambassadors.
- Maintaining, stocking, cleaning and promoting the Veteran Lounge (B-12).
- Outreach and leadership development to reinstate our student veteran organization and/or develop peer-mentorship programming.
- Plan, organize, promote and facilitate workshops, events, or service projects for veteran students that bring community resources to campus, assist with transition to civilian life, assist with career development and celebrate veteran student milestones.
- Assist with organizing and promoting Veterans Day and other events for veteran students.
- Help promote the benefits of financial aid, even if students already receive VA education benefits.
- Collaborate with BTC staff and student staff from other campus entities as applicable (Associated Students of BTC, Diversity Equity and Inclusion, Accessibility Resources, TRIO, etc.).
- Meet with veteran students individually for peer support and to connect with appropriate campus and community resources.
- Represent Veteran Services and student voice on BTC campus committees, and/or with community partners and prospective students.
- Independently complete assigned tasks and projects.
- Assist with the collection, input and analysis of data.
- Assist with scanning, copying, organizing files, making phone calls, etc. as related to Student Financial Resources office needs to serve all BTC students.
- Research and compile information for Veteran Services as needed.
- Follow all posting policies when posting promotional materials.
- Demonstrate professionalism, dependability, and confidentiality at all times.
III. MINIMUM QUALIFICATIONS:

Veteran or veteran family member preferred. Basic proficiency with computing software such as Word, Excel, and Outlook. The ability to communicate effectively verbally, electronically, over the phone, and in writing. An understanding of group dynamics, collaboration, and effective teamwork. Willingness to learn and grow existing skills to develop positive work habits. A positive, enthusiastic attitude and interest in promoting a vibrant and inclusive campus environment. Can work well independently and as part of a team.

IV. AVAILABILITY REQUIREMENTS OR EXPECTATIONS:

Flexible schedule of 4-17 hours per week. Hiring one or two Student Ambassadors.

V. TYPICAL EQUIPMENT USED:

Computer, printer, scanner, phone, cleaning supplies.

VI. PHYSICAL REQUIREMENTS:

<table>
<thead>
<tr>
<th>Sitting:</th>
<th>X</th>
<th>Walking:</th>
<th>X</th>
<th>Bend at waist:</th>
<th>X</th>
<th>Climbing Ladders Stairs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing:</td>
<td>X</td>
<td>Crawling:</td>
<td></td>
<td></td>
<td>Kneeling/squatting:</td>
<td>X</td>
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<tr>
<td>Pushing/pulling:</td>
<td>X</td>
<td>Lifting (up to 50 lbs.):</td>
<td>X</td>
<td>Carrying:</td>
<td>X</td>
<td>Repetitive arm/hand movements:</td>
</tr>
</tbody>
</table>

VII. ADDITIONAL NOTES:

BTC Veteran Services is looking to expand support of veteran (and affiliated) students to help them achieve their goals in a more holistic manner as they balance all aspects of life, from academics, community, career, finances, and health. We are looking to hire two or more students who are interested in building community, celebrating diversity, and promoting resources for student success toward this goal.

Additional benefits include some paid sick leave in accordance with Washington State law and Initiative I-1433. Sick leave is accrued at 1 hour for every 40 hours worked. Employee Assistance Program (EAP), a free counseling & referral program. Potential flexible schedule. No additional benefits.