



## **HIGHLINE COLLEGE**

### **MESA Student Ambassador Description**

The Mathematics, Engineering, Science, Achievement (MESA) Program is a nationally recognized academic enrichment program that serves underrepresented populations to meet future and global workforce demands in science, technology, engineering, and mathematics (STEM). Building upon MESA's accomplished 40-year history serving students at all levels (K-12 to baccalaureate), the Highline College MESA program provides a vital link for ensuring success as students transition from high school to four-year institutions. Our goal is for students to excel academically and transfer successfully to four-year institution as STEM majors. MESA seeks to create a learning community of STEM students at Highline by building confidence, connections, and camaraderie.

### **Position Description**

MESA Student Ambassadors are student leaders who represent the diverse and unique population of students seeking a STEM degree at Highline College. They demonstrate strong institutional knowledge and reflect a positive image of our campus to the community. The main role of the MESA Student Ambassador is to connect students to various campus and community resources in an effort to build vibrant student communities, emphasizing academic excellence and promoting a holistic approach to student success. MESA Student Ambassadors are welcoming and inclusive to all students. They encourage and empower student participation in the MESA program and help during recruitment events for middle through high school groups.

## **Duties and Responsibilities**

### **Receptionist/Administrative Support:**

- Encourages students to participate in workshops, panels, campus and industry visits
- Answers phone calls and take messages for appropriate individuals
- Aids with locating campus resources and functions
- Explains MESA membership requirements
- Collect MESA Applications (digital or paper)
- Advertise events sponsored by the MESA Program or other partners
- Provide overview of the MESA program
- Ensure that all students signs in and out of the MESA Center
- Identifies MESA Center needs such as supplies, resource, best practices,
- Staff and manage the MESA Centers daily operations

### **Inventory Control**

- Maintain accountability of MESA Center resources and supplies
- Monitor office supplies and assist with receiving and storage of supplies

### **MESA Team**

- Plan and participate in MESA staff meetings, projects and tasks
- Recruit and spark prospective students into leadership, internships, research and volunteering opportunities
- Maintain a welcome, vibrant and clean environment

### **Other Duties**

- Assist with evacuation procedures in the case of an emergency in the Highline Student Union
- Answer programming related questions to general campus
- Perform other duties assigned by supervisor

## **Work Expectations**

### **Hours:**

Student Ambassadors are expected to work 10- 15 hours per week during the academic school year. Student employees may work up to 19 hours per week while classes are in session with Directors approval. Your work schedule is to be coordinated around your class schedule in agreement with your supervisor. Ambassadors cannot claim hours during scheduled class times.

**Wage:**

Student Ambassadors are paid minimum wage \$13.50. (increases to \$15 effective 1 Jan 2021)

**Academics:**

Students are expected to maintain a class load of 6 credits (minimum) and 2.5 GPA during each quarter of employment.

**Evaluation:**

Students are evaluated quarterly and asked to reflect on their own leadership, personal growth and willingness to talk with fellow MESA students. Continued employment is contingent upon receiving satisfactory performance evaluations.

**Requirements:**

- Provide excellent customer service with a positive attitude
- Strong communication skills; ability to answer questions clearly and concisely
- Intermediate computer skills, MS Office Suite (Word, Excel, Outlook, Publisher)
- Ability to multi-task in fast paced environment
- Organized and detail-oriented
- Knowledgeable of campus and community resources
- Willingness to navigate new challenges
- Must be a MESA Student and enrolled in classes at Highline College

**Program Mission Statement:**

***Highline MESA seeks to build community of STEM Scholars through Confidence, Connections, and Camaraderie.***

MESA serves underrepresented students in STEM (Science, Technology, Engineering, and Math) fields with academic support and professional development. MESA provides rigorous academic enrichment services along with personal, financial aid, and transfer advising.

Our MESA Student Center offers students a dedicated space to study, access to computer workstations, industry guest speakers, workshops, advising, and scholarship and internship resources