



**MESA Student Academic Ambassador Position Application**  
**Pay rate is \$15.74 per hour**

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The MESA Program at Highline College provides academic enrichment programs for **Underrepresented, first-generation, low-income students** in STEM (Science, Technology, Engineering, and Mathematics), who intend to transfer to 4-year institutions. MESA provides academic support, professional development, advising, counseling, networking, community-building activities, and visits to STEM and 4-year universities.

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**Ambassador Responsibilities:**

MESA Student Ambassadors are student leaders who represent the diverse and unique population of students seeking a STEM degree at Highline College. They demonstrate a strong knowledge of campus resources and reflect a positive image of our campus and program to our community. MESA Student Ambassadors connects students to various campus and community resources, promotes a positive approach to student success and navigating challenges. MESA Student Ambassadors are welcoming, respectful, and inclusive to all students. They encourage and empower students participating in the Highline MESA program, events, networking, and recruiting. The MESA Student Academic Ambassador primarily focuses on content geared toward education-related duties.

The MESA Student Ambassador can work 15-19 hours per week  
(Supervisor determines weekly hours/schedule)

- Staff and manage the MESA Student Center, opening and closing the student center during assigned shifts (making sure doors are locked at the end of the day)
- Encourage students to participate in workshops, panels, campus, & industry visits
- Answers phone calls and take messages for appropriate individuals
- Participate in MESA student employee meetings and training sessions
- Assist students with locating campus resources
- Collect MESA Applications (digital projects)
- Participate & Advertise events sponsored by the MESA Program or other partners
- Provide overview of the MESA Program (classroom visits)

- Identify MESA Student Center needs (supplies, resources, best practices, etc...)
- Maintain accountability of center resources and supplies
- Maintain a welcome, vibrant, and clean environment
- Collaborate with industry or university partners on upcoming events for MESA
- Turn on/off computers each day
- Assist with evacuation procedures in case of an emergency
- Answer programming related questions to general campus
- Maintain, populate, & monitor Highline MESA social media accounts
- Perform other duties by supervisor

**Minimum Requirements:**

1. Minimum 2.5 cumulative GPA
2. Enrolled in 6 credits (can work summer if enrolled in fall)
3. The ability to handle multiple tasks in a responsible and reliable manner
4. The ability to communicate effectively with a wide range of students
5. Respect for the goals and experiences of a diverse group of students, staff, and faculty, including but not limited to age, gender, race, ethnicity and national origin
6. Consistently high standards of ethical conduct working with students, staff and faculty
7. Display good leadership abilities, organizational skills, and professional conduct
8. Ability to prioritize success of students participation in workshops

**Desired Skills and Abilities:**

1. Excellent interpersonal skills
2. Organization
3. Dependability
4. Patience
5. Resourcefulness
6. Adaptability