

HSI Student Ambassador

Position Description

Our Hispanic Serving Institution (HSI) Student Ambassadors will work directly with the Vice President of Equity, Diversity, and Transformation (EDT), EDT Student Ambassador, and the Latinx Student Success Program Manager. The team will work to plan, promote and implement events and programs that seek to support Highline's goal in becoming a federally designated HSI. HSI Student Ambassadors will serve the diverse student population of Highline College through meaningful peer advising and student programming. Other skills gained in this position are related to event planning, leadership, advising, and student services - all transferable work experience for any future career.

Duties and Responsibilities

Administrative – 10%

- Administrative tasks including: responding to emails, sending out communication to students, etc.
- Assisting on office projects as assigned by any professional staff member

Event Planning - 50%

- Work within a team to develop and plan quarterly events to promote Latinx recruitment and retention.
- Plan events while also following the guidelines, policies and procedures of the Office of Equity, Diversity, and Transformation and Highline College
- Actively collaborate with ethnic and cultural clubs to promote the creation and growth of Latinx Club on Highline campus
- Work with other student ambassadors to brainstorm, plan and implement new and innovative programs that foster a Hispanic Serving Institution
- Be present for set up, during, and take down of each event.

Core Team - 20%

- Plan and participate in bi-weekly MTS/ESCALA meetings as student experts
- Support other ESCALA members in their efforts to become an HSI

Community Engagement - 20%

- Work with Latinx Student Success Program Manager to collaborate with community stakeholders
- Represent Highline College at community and high school events to promote our Latinx student programming

What you bring:

- Familiarity with Highline's campus
- A commitment to diversity and creating an inclusive environment at Highline College
- Willingness to learn and grow as a student leader working with a diverse team.
- Ability to lead and support others effectively
- A self-starter who demonstrates initiative and ability to be self-directed
- Enjoy working in an energetic, collaborative and fun environment

Work Expectations:

- Registered for at least 6 credits and a minimum of 2.5 cumulative GPA each quarter.
- Students can expect to work up to 4 hours per week and up to 8 on event weeks. This position pays minimum wage \$16.28/hour