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EMERALD COAST TECHNICAL COLLEGE

2024-2025

STUDENT AMBASSADOR HANDBOOK

## AMBASSADOR PROGRAM OVERVIEW

The Student Ambassador Program is a leadership opportunity for students dedicated to serving and representing Emerald Coast Technical College. Student Ambassadors provide campus tours, serve as an ECTC representative and perform duties on campus and community events. The mission of the Student Ambassador Program is to cultivate student leaders who will share the ECTC's experience with prospective students, their families, and community members and represent the college at special events.

Student Ambassadors benefit significantly from participating in the program. Benefits include:

- Leadership opportunities that provide additional experience in community service and develop relationships with school administrators on all levels.
- Providing service to the college helps create a sense of belonging and contributing to the community.
- Resume enhancement is a direct result of involvement in leadership and school activities that reflect positively on both applications for employment and future colleges and universities.
- Letters of recommendation may be made available to Student Ambassadors.
- Student Ambassadors are provided with ECTC insignia clothing.
- Student Ambassadors are provided with an hourly rate of \$15/hr.
- The Student Ambassador program will be funded by the 2024-2025 Florida Work Experience Program (FWEP). This program is governed by section 1009.77, Florida Statutes, and the State Board of Education Rule 6A 20.038, Florida Administrative Code.
- The 2024-25 FWEP annual appropriation is \$1,569,922 and institutional allocations will be made based on the number of eligible institutions, institutional requests for funds, and prior year disbursements. FWEP institutional allocations will be posted on the Payment Summary screen. Semester and quinmester institutions will receive 50 percent of their annual allocation in Term 1 and quarter institutions will receive 40 percent of their annual allocation in Term 1. Listed below are Student Eligibility Requirements, Reimbursement Guidelines, and Program Deadlines.

### **REQUIREMENTS**

To be eligible for the Student Ambassador Program, students must:

- Must be a current student in good standing
- Have and maintain a minimum 3.0 GPA each term.
- Be available to work 10-15 (flexible) hours weekly; some nights and weekends may be

required.

- You will need your own transportation to attend some events.
- This job may require some heavy lifting.
- Effective written and oral English communication skills.
- Experience working with diverse populations.
- Demonstrated positive attitude and strong work ethic.
- Ability to demonstrate flexibility, creativity, humor, and dedication.

### **Employment contract**

- I recognize and value the Student Services Department at ECTC, and I will actively work to ensure its success and always model its vision.
- I will strive to make all new students, families, and visitors feel welcome. I will remember my position as a role model and be patient and understanding in my interactions with new students and visitors.
- I will act with integrity and be on time for all scheduled shifts
- I will be self-directed and accountable when working autonomously.
- I agree to attend all regularly scheduled staff meetings, required training, and individual meetings with supervisors.
- I understand the role of Student Ambassador requires me to be sensitive and open-minded to individual concerns, contexts, and differences. I will not intentionally engage in any incidents of prejudice or biases related to gender, race, ethnic origin, sexual orientation, religion, ability, age, or appearance.
- I will consistently demonstrate positive support for, and respect toward, every individual member of the Student Ambassador team. This includes having timely conversations regarding feedback and working to create a positive team environment for everyone.
- I will respect and honor the confidentiality of student records and other student information that I may come across in my role.
- I understand that the position sometimes involves a demanding schedule (such as during Orientation), and that I will be required to work the hours necessary to create and maintain a successful program. This may include early mornings and late evenings. I will commit any additional time and effort necessary to ensure that we are completely prepared.
- I understand that this position may also be responsible for any office-related tasks.
- I understand that all violations of this contract are serious and will be addressed on a case-by-case by the Director of Emerald Coast Technical College and the Financial Aid Officer.

## **Job information**

The mission of the Student Ambassador Program is to cultivate student leaders who will share the Emerald Coast Technical College experience with prospective students, their families, and community members and represent the college at special events.

## **Job Responsibilities**

*Students are responsible for:*

- Welcoming student to Emerald Coast Technical College
- Answering general questions about ECTC
- Representing ECTC at local area events
- Conducting campus tours for visiting students
- Developing relationships within the community that encourage students to attend ECTC
- Establishing a leadership role and presence on the ECTC campus
- Striving to create a positive atmosphere
- Assisting and supporting all departments of ECTC
- Other duties as assigned

## **Reporting Hours**

A monthly timesheet will be submitted by the Student Ambassador, to the Financial Aid office. The Financial Aid office will review the time and submit the hours to the Walton County School District office. Financial Aid will disburse the check once the check is received from the WCSD.

## **FWEF Required forms**

- Confidentiality Agreement
- Employee Demographic Form
- I-9
- W-4

## **FWEF Calendar and reporting requirements**

FWEF Calendar: June 30 • Deadline to submit a request to participate.

August • OSFA sends FWEF allocation notice and allocation funds.

November – January • Fall Term Disbursements due to OSFA within 30 days after the end of the term. • Fall Term Reconciliation Report due to OSFA within 60 days after the end of the term.

January – March • Winter Term Disbursements due to OSFA within 30 days after the end of the term. • Winter Term Reconciliation Report due to OSFA within 60 days after the end of the term.

April – June • Spring Term Disbursements due to OSFA within 30 days after the end of the term. • Spring Term Reconciliation due to OSFA within 60 days after the end of the term.

June 1 • Refunds due to OSFA. • Annual Reconciliation due to OSFA.

June 30 • Grade and Hours due to OSFA.

July 30 • FWEF Annual Financial Summary Report due to OSFA