



TO: International Student Ambassador Leadership Applicants

FR: International Student Services Staff

RE: Application process 2007

Thank you for your interest in working as an International Student Ambassador leader. As the supervisors for these programs, let us explain the application process.

All applicants are required to fully complete the application. Your answers to the questions in the application must be typed on a separate sheet of paper.

Be sure to include at least one letter of reference from a person familiar with your qualifications. Also include a current resume.

What if I need help with my application and don't have a computer to do a resume?

Job Placement is where you can get help related to finding a job either while you are a student or after you graduate. They can help you write resumes and cover letters and give you techniques for interviewing for jobs. They even offer classes on Job Search Techniques.

The following resources Job Placement offers are free to help you in the job search process.

- office equipment such as computers, printers, typewriters, fax machines and telephones
- handouts and advice regarding job search strategies and interviewing skills
- employer contact information
- internet access for job hunting

For more information please contact Job Placement at 503-399-5026. Office hours are Monday through Friday, 8 a.m. - 5 p.m. in Bldg. 2, Room 115.

The next steps are the interview and selection process. Interviews will take place after the application deadline January 11th. The interview lasts about 30-45 minutes. After verifying references, the finalists for the positions will be notified immediately.

If you have any questions, please give us a call at 503.365.4685 or 503.365.4686. Questions can also be referred to international@chemeketa.edu.

Good luck!

International Student Services Staff

<p>Positions</p>	<p>International Student Ambassadors:</p> <ul style="list-style-type: none"> • Assists with recruitment, orientations, and support services for international students. • Responds to requests from prospective students. • Assists international admissions and the Language institute.
<p>Terms</p>	<p>Academic year assignment. Up to 15 hours per week. May require some evenings and weekends.</p>
<p>Salary</p>	<p>\$8.82 per hour. Salary may be partially compensated with tuition grant or federal work-study grant (FWS).</p>
<p>Starting Date</p>	<p>January 14, 2008.</p>
<p>Job Functions</p>	<ul style="list-style-type: none"> • Works independently, with minimum supervision. • Communicates and works effectively with students, staff, and the public from diverse cultural, social, economic, and educational backgrounds. • Assists with use of resources, preparation of presentations and materials, special events and research. • Assists with coverage of International Student Services front desk. • Performs clerical tasks as assigned. Uses computers and other office equipment. • Uses appropriate technology to accomplish job functions. • Other duties as assigned.
<p>Minimum Qualifications</p>	<p>Public contact and/or volunteer experience. Demonstrated excellent interpersonal and communications skills. Be enrolled at Chemeketa for at least 12 credits each term. Maintain at least a 2.5 GPA. Open to any local/resident or international student.</p>
<p>Preferred Qualifications</p>	<p>Bi-lingual (English and any other language preferred). Oregon driver's license preferred.</p>
<p>How to Apply</p>	<p>Application materials must include:</p> <ul style="list-style-type: none"> • Application • Resume • Letter of reference <p>Only complete packets will be reviewed. You may also download application at http://www.chemeketa.edu/collegelife/life/service/index.html</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Submit or mail completed application materials to:</i> Chemeketa Community College International Student Services Building 2, Room 176 4000 Lancaster Drive NE • PO BOX 14007 Salem Oregon 97309-7070</p> </div>
<p>Application Deadline</p>	<p>All application materials are due Friday, January 11, 2008 by 5:00 p.m.</p>

It is the policy of Chemeketa Community College that discrimination or harassment on the grounds of race, color, religion, sex, national origin, marital status, age, disability, or family relationships will not exist in any area, activity, or operation of the college.

Chemeketa Community College is an equal opportunity institution, values diversity in its workforce, and is committed to affirmative action: **we encourage minorities, women, and persons with disabilities to apply.**

For special accommodations during the application process, contact the Student Life Office.

Chemeketa Community College is a smoke-free/drug-free environment

<i>Office use only</i>
Received Date _____
Time _____
Staff _____

Leadership Position - Application for Appointment

The following leadership position with International Student Services is available.

International Student Ambassadors: Assist with recruitment, orientation, and programs for international students. Respond to requests from prospective students. Assist International Admissions and Language Institute staff as assigned. Conduct campus tours. Serve as peer leaders for international education programs.

Please type or write clearly.

Name	First and middle names	Student ID Number
Mailing Address	Phone numbers Daytime () _____ Evening () _____ E-mail _____	
Current GPA:	Major:	Approximate number of credits per term:
Have you applied for FAFSA? <input type="radio"/> YES <input type="radio"/> NO		Are you receiving any other tuition assistance? <input type="radio"/> YES <input type="radio"/> NO

Type your answers on a separate sheet of paper and attach it to the application.

PLEASE RESPOND TO EACH QUESTION

1. Our community college consists of staff and students with a variety of diverse backgrounds. What challenges would you face working with these populations?

2. Tell us why you are interested in working as a student leader.

WORK EXPERIENCE

3. Describe your paid work and volunteer experience related to the job for which you are applying. Describe your duties and accomplishments. For example: experience with answering phones, giving presentations, writing letters, correspondence and reports.

OTHER QUALIFICATIONS

4. Please indicate below any special skills you have which might be useful in this position such as other languages, computer software/hardware, typing, office equipment, certificates and licenses, honors, awards, special accomplishments publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.)

REFERENCES

Please list two current references (past employers or persons familiar with your qualifications) that we may contact.

1.

Name		Title	
Address			
City	State	Zip	Phone () _____

2.

Name		Title	
Address			
City	State	Zip	Phone () _____

ONLY complete packets will be reviewed. Use the following as a checklist of the materials required in order to be considered for this position:

- Complete and signed application form
- At least one letter of reference
- Current resume

I hereby authorize full investigation of all statements contained in this application and I understand that any misrepresentation or omission of facts called for will be sufficient cause for dismissal.

Signature

Date

Submit or mail completed application materials to:

Chemeketa Community College
International Student Services - Building 2 Room 176
4000 Lancaster Drive NE • PO BOX 14007, Salem, Oregon 97309-7070
All application materials are due January 11, 2008 at 5:00 p.m.

OFFICE USE ONLY

Hire

Not hire

Term: FA WI SP SU Date _____

GPA _____ Current number of credits _____