Retention Ambassador

Bergen Community College (BCC) is invested in fostering a diverse community committed to personal and academic excellence. Retention Ambassadors/Agents, successful and trained students, will be charged with advancing and supporting our community—with civility and respect—for incoming and continuing students and faculty and staff. Retention Ambassadors/Agents are essential to Bergen Community College remaining a number one choice as it continues to be a community that forges relationships of excellence, persistence, retention and pivotal graduation rates. There is no “community” without you!

Job: Retention Ambassador/Retention Agents

Hours: Flexible between 8:30AM – 8:30PM

Duration: Monday, June 1, 2015 – Friday, August 21, 2015

Reports to: Ann M. Gill, Peer Mentor Manager (various office management)

Compensation: $9.00/hour (Temporary Position)

Responsibilities:
- Knowledge of campus office and resources
- Responsible for communicating information with guests
- Greet and lead groups between various locations
- Co-coordinate and assist with a plethora of tasks
- Participation in events and activities
- Independent and team player
- Encouraging and guide students through personal and academic success tasks and skills
- Attend mandatory meetings and trainings
- Timely and accurate submission of paperwork; adherence to strict deadlines
- Other responsibilities as communicated by supervisor(s)

Qualifications:
- 2.75 Grade Point Average Cumulative
- Completed IST123: Success 101 with a Peer Mentor
- Achieved at least one (1) semester of college at BCC
- Enrolled Spring 2015, Summer 2015 and/or Fall 2015
- Flexible, reliable and punctual professional etiquette
- Strong verbal communication skills
- Ability to work independently and part of a team
- Interpersonal and Communication Skills
- Highly knowledgeable about campus resources

Applications:
- Email: agill@bergen.edu
- Website: http://www.bergen.edu/123connect & www.collegecentral.com/bergenc
- General: Room, B-220, Pitkin Education Building, Paramus, New Jersey