

## **CCBC STUDENT LIFE STUDENT LEADERSHIP PROGRAMS APPLICATION**

The purpose of the Student Life Office at the Community College of Baltimore County is to provide a comprehensive program that provides cultural, recreational, health and wellness, and an intellectual environment for all. The Student Life Ambassador Program, First-Year Experience (FYE) Mentor Program, and Student Government Association (SGA) offer opportunities for involvement and leadership within the office.

### **What is an Ambassador?**

Student Life Ambassadors are a group of student leaders who provide service to CCBC and the community while gaining leadership experience. Depending on your interest, students can serve in one or several different roles. In any position, a Student Life Ambassador's goal is to help the event or experience be successful, whether that is giving students advice in building their class schedules, inviting students to get involved, giving campus tours to prospective students, or sharing personal stories about their experiences at CCBC with a local politician.

### **Roles of an Ambassador**

An Ambassador provides service in a variety of ways, serving between 50-150 hours throughout the semester. Some jobs include:

- Office of Student Life Street Team: Promote and assist with Student Life events
- Campus Tour Guide: Introduce prospective students to the CCBC campuses
- Peak Registration Assistant: Help new students navigate the registration process
- Student Life Blogger: Share your CCBC experience online by blogging on the CCBC website
- Student Representative: Assist at college and community programs such as commencement, conferences, and receptions

### **What is an FYE Mentor?**

Mentors play a vital role in helping new students learn about our campus and community by creating a welcoming and informative environment. Mentors are resources for students for information about academic endeavors, social organizations, Student Life, and curricular and co-curricular learning.

### **Roles of an FYE Mentor**

- Serve as a mentor for first-year students, working between 60-150 hours during the semester
- Help first-year students feel comfortable by being aware of and responsive to their needs
- Participate in and lead breakout sessions during CCBC's New Student Orientation
- Assist ACDV instructors by presenting topics, discussing experiences, and actively reaching out to students in ACDV courses
- Attend weekly office hours to allow any student the opportunity to seek one-on-one support
- Sponsor first-year programs and support pre-planned events sponsored by the FYE program
- Participate in training about educational requirements, college policies, and support services

## **What is a Student Government Association executive board member?**

There is a Student Government Association on each of the three main campuses. The executive board members advocate for students regarding policies and regulations that affect students' collegiate experience.

## **Roles of a Student Government Association executive board member**

- Oversee and support the development of student organizations funded by the Student Government Association
- Attend all Student Life sponsored retreats and leadership events (e.g., Get Involved Fairs, Spring Leadership Retreat, Advocacy Day, Town Hall Meetings and Student Life Awards Banquet)
- Preside over and record minutes for all meetings of the SGA
- Responsible for SGA press releases and general publicity
- Represent the students' interest in College Senate meetings (if appointed)
- Recruit additional board members as needed

## **Benefits of All Student Leadership Programs**

Student employment promotes a connection to campus along with these other benefits:

- **Flexible work hours:** Campus employers understand that your first priority is to be a student and will be as flexible as possible with you regarding your schedule.
- **Convenient locations:** You can work on your primary campus (and still have the option to travel to the other CCBC campus locations as well).
- **Valuable work/life skills:** You can develop relationships with employers who will mentor your development and serve as future job references; plus, you will gain valuable leadership skills that will help you transition to the next phase of your life. Current Student Life Leaders have cited increased self-esteem, confidence, and campus pride as a result of their experiences.
- **Financial rewards:** You have the opportunity to earn tuition reimbursement ranging from \$500-\$1500 based on your hours of service.

## **Qualifications for Consideration for Student Leaders**

### *Required Criteria*

- Have at least one semester and six (6) credits completed at CCBC (except for applicants for SGA delegate position)
- Enroll in a degree or certificate program with the intent to complete
- Enroll in a minimum of six (6) credits during the semester of participation
- Have a minimum 2.3 cumulative GPA
- Must be in good disciplinary standing
- Student Government candidates may only serve on the campus where they have the majority of their classes
- Frequent email communication and correspondence is expected and required; therefore, potential leaders must be willing and able to check their email frequently
- Must be available for mandatory training prior to the start of the semester and mandatory weekly meetings throughout the semester (which rotate between campuses). Meetings for all programs will be held on Fridays from 1:30-3:30 p.m.

*In addition to the above requirements, preference will be given to students who meet the preferred qualifications:*

- Have the ability and the desire to work with students, faculty, and staff
- Involved in co-curricular learning yet have a flexible co-curricular schedule
- Hard-working, flexible, and a sense of humor
- Excellent communication skills (especially public speaking) and leadership capabilities
- Outstanding organizational skills, study skills, and time management
- A strong commitment to CCBC and a positive, motivated attitude!

*For more information, contact:*

**Lesley Low, Ambassadors: llow@ccbcmd.edu**  
**Lorrie Budd, FYE Mentors: lbudd@ccbcmd.edu**  
**Dan Sym, Catonsville SGA: dsym@ccbcmd.edu**  
**Crissy Hoffman, Dundalk SGA: choffman3@ccbcmd.edu**  
**Sakina Ligon, Essex SGA: sligon@ccbcmd.edu**

### **Student Leader Programs Timeline and Important Dates**

#### **Dates for Spring Semester Start**

**Application (with resume and 2 reference forms) Due:**

Friday, November 30, 2018

**Interview Date:**

A group interview will be held on  
Monday, December 17, 2018

**Candidate Notification of Selection Outcome:**

Wednesday, January 2, 2019

**Mandatory Training for Selected Candidates:**

Friday, January 18, 2019

#### **Dates for Fall Semester Start**

**Application (with resume and 2 reference forms) Due:**

Wednesday, May 1, 2019

**Interview Dates:**

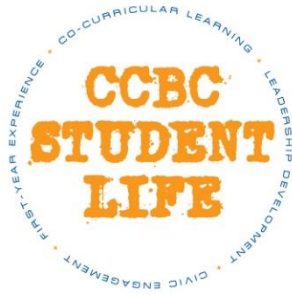
A group interview will be held on  
Monday, May 20, 2019

**Candidate Notification of Selection Outcome:**

Friday, May 24, 2019

**Mandatory Training for Selected Candidates:**

Tuesday, May 28 & Wednesday, May 29, 2019



## CCBC STUDENT LIFE STUDENT LEADERSHIP PROGRAMS APPLICATION

*THANK YOU FOR YOUR INTEREST IN BECOMING A CCBC STUDENT LIFE LEADER!*

### Complete and submit the following items for consideration:

- Applicant Information
- Answers to the General Interest Questions
- Resume – include all of your current campus and community activities and awards
- References (2) – can be professional or academic (no family or friends). Please use the form provided.

All application materials are due to any Student Life Office. If you are mailing materials, please send them to: Student Life Leadership, Student Life Office, 7201 Rossville Blvd, Baltimore, MD 21237. Be sure to communicate the application deadline to your references, as your application will not be considered complete until both of your reference forms are received. References can mail the form to the above address or email to [studentlifeleadership@ccbcmd.edu](mailto:studentlifeleadership@ccbcmd.edu).

You may apply for one or more than one program. If applying for multiple programs, please indicate your 1<sup>st</sup> choice. Please indicate all you are applying for:

- Ambassador Program**  
 **First-Year Experience (FYE) Mentor Program**  
 **Student Government Association (SGA)**

***PLEASE WRITE NEATLY. The information listed here will be the information used to contact you. If your writing is illegible, it may result in a loss of opportunity.***

### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Primary CCBC Campus: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number of Semesters at CCBC: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Shirt Size: \_\_\_\_\_ Style (Circle One):    Men's                  Women's

## General Interest Questions

On a separate piece of paper, please type your responses to the following questions. Your responses should be at least 2 pages but no more than 3 pages total.

1. Why are you interested in becoming a Student Life Leader?
2. Based on your student experience, what is one concern you would like to see addressed and/or changed about CCBC?
3. If you had to pick **one** piece of information or advice to share with new students, what would it be and why?
4. What are your greatest strengths and your biggest challenges?

**Application Completion Check List – To ensure you submit a complete application, check each item as you finalize it and list your references.**

- \_\_\_ Application Information
- \_\_\_ General Interest Questions
- \_\_\_ Resume
- \_\_\_ Reference Forms (2)

Reference 1 (Please List) \_\_\_\_\_  
Reference 2 (Please List) \_\_\_\_\_

## Referral (optional)

Please indicate if you were referred to the Student Life Leadership Programs by a current Student Life leader. This is solely for the purpose of recruitment tracking. Completion of this information will not affect your candidacy.

Leader's Name: \_\_\_\_\_

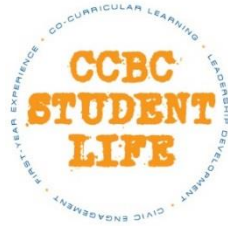
## Group Interview

All application materials must be submitted in order to participate in the group interview process. Applicants will be selected for the group interview based on the quality of their applications. All applicants will receive an email from [studentlifeleadership@ccbcm.edu](mailto:studentlifeleadership@ccbcm.edu) regarding their status. You may need to check your spam email in the event that our messages are flagged as junk mail. If you have not received an e-mail from us at least 1 week prior to the interview date, please contact us.

## Signature

I certify that the content of my completed application is true and is my original work. If selected, I commit to fulfilling the minimum time requirements of the position and will be available to attend mandatory meetings on Fridays from 1:30-3:20 p.m. I give permission to the staff and faculty of the CCBC Student Life Leadership Search Committee permission to verify my disciplinary record, grades, credit hours, and enrollment, using the student information system.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## CCBC STUDENT LIFE - STUDENT LEADERSHIP PROGRAMS REFERENCE FORM

*After completing the section below, please give this form to a CCBC faculty or administration member, or a job/ volunteer supervisor who can accurately describe you. Reference must be returned sealed.*

Applicant Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return to student sealed, send directly to any Student Life office, email it to [studentlifeleadership@ccbcmd.edu](mailto:studentlifeleadership@ccbcmd.edu) or mail to: Student Life, 7201 Rossville Blvd, Baltimore, MD 21237. The deadline for spring consideration is December 1. The deadline for fall consideration is May 1.*

### General Information:

How long have you known this student and in what context?

What are the first words that come to your mind to describe this student?

Why would this student make a good leader?

In which areas could this student grow/develop as a leader?

<b>Ratings:</b>	<b>Poor</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Excellent</b>
Quality of Work/Service				
Willingness to Work				
Cooperative Attitude				
Acceptance of Feedback				
Takes Initiative				
Works Well with Others				
Punctuality & Dependability				
Reaction to Setbacks				
<b>OVERALL</b>				

**Additional Comments:** Please feel free to write on back of this form or attach separate sheet.

Evaluator's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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