



OFFICE OF Annual Giving

Student Ambassador Job Description

Student ambassadors play a vital role in connecting Cal State LA with its alumni and friends. In this role, ambassadors will reach out to the university community to share updates on upcoming events, institutional accomplishments, and future goals. In addition, student ambassadors will also invite support for Cal State LA's comprehensive campaign and various campus funds. As the voice of the university, student ambassadors are essential to the success of the phonathon program. Their efforts not only support fundraising initiatives but also strengthen relationships with alumni and friends. As current students, ambassadors offer a unique and authentic perspective on the Cal State LA experience.

The Office of Annual Giving is committed to delivering outstanding service to all members of the Cal State LA community. Ambassadors will report to the manager of annual giving and collaborate closely with fellow team members in the phonathon program. This position is ideal for students who enjoy engaging with people and are interested in marketing, communications, public relations, fundraising, or professional development.

Requirements and Responsibilities:

- Currently enrolled at Cal State LA (any major/class year).
- Be punctual and have a positive attitude.
- Be able to establish and maintain an engaging and positive relationship with Cal State LA alumni, friends, and family.
- Must be available to work a minimum of two shifts per week (Monday – Thursday from 5:45pm – 9:00pm).
 - o Afternoon shifts are also available from 2:00pm – 5:15pm.
- Handle personal information with extreme confidentiality.
- Lastly, have a good time and make lasting friends and connections!

Please indicate your availability for a tentative work week (mark with an "X" the shifts you **ARE** available to work).

	Monday	Tuesday	Wednesday	Thursday
Afternoon Shift (2:00pm-5:15pm)				
Evening Shift (5:45pm-9:00pm)				

If you have any questions regarding the position or application, please contact:



Alex Castiel Montenegro
Manager, Annual Giving
OfficeofAnnualGiving@calstatela.edu



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Student Assistant Employment Application

Please attach a resume and a cover letter along with this application to be considered for the position.

Complete the entire application form, providing all information requested below. If this will be your first job, please indicate "no previous work experience" in your resume. However, be sure to list any volunteer work, extracurricular activities, and skills or qualifications that you believe make you a perfect candidate for this position. Applicants must be currently enrolled or recently admitted student at Cal State LA with a minimum GPA of 2.0 to be considered for the student assistant position.

The Office of Annual Giving employees work through the University-Student Union (USU). The USU is an affirmative action/equal opportunity employer; applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, or other status protected by state or federal regulation within the limits imposed by law.

Full Name:	CIN:				
Cal State LA e-mail address:	Phone Number:				
Mailing Address: (Number, Street, Apartment/Unit Number)	City, State, Zip Code:				
Have you been convicted of a criminal offence (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No (Convictions for marijuana-related offences that are more than two years old need not be listed). If yes, state the nature of the crime(s), when and where convicted, and disposition of case. Note: a conviction is not an automatic bar to employment. Each case will be considered on its own merit.					
Academic Status:	Freshman <input type="checkbox"/>	Sophomore <input type="checkbox"/>	Junior <input type="checkbox"/>	Senior <input type="checkbox"/>	Graduate Student <input type="checkbox"/>
GPA: _____ Major: _____ Course units this semester: _____					



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Employment Eligibility

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which confirms, identify, and authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

Can you provide the necessary documentation at the start of employment? Yes ☐ No ☐

This information may be used only for the purpose of employment in accordance with the Information Practices Act of 1977. I hereby certify that the information contained in this application form is true, complete, and correct to the best of my knowledge and agree to have any of the statements checked by the Office of Annual Giving or University-Student Union unless I have indicated to the contrary. I authorize the individual and/or organizations, entities or agencies described in the application to release to the Office of Annual Giving or University-Student Union and all information concerning my previous employment (including, but not limited to, achievement, performance, attendance, etc.) and any pertinent information that they may have. Furthermore, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Office of Annual Giving or University-Student Union as well as from the use of disclosure of such information by the Office of Annual Giving or University-Student Union or any of their agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer, or if I am hired, may be considered cause for termination.

Applicant's Signature

Date

Please email your completed application along with required supplemental documents electronically to Office of Annual Giving at OfficeofAnnualGiving@calstatela.edu