

# Howard Community College

## Workstudy Job Description

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<b>Job Number:</b>	382
<b>Job Title:</b>	English Institute Student Ambassador
<b>Department Name:</b>	Continuing Education/The English Language Center's English Institute
<b>Supervisor Name:</b>	Kathie Martin
<b>Supervisor Phone #:</b>	443-518-4381
<b>Supervisor Email:</b>	kmartin@howardcc.edu
<b>Employer Address:</b>	HR-200H, 10901 Little Patuxent Pkwy, Columbia, MD 21044
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	Complete projects online via Zoom as needed.

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	Act as the English Institute (EI) program student representative and field questions from new applicants in other countries. Support new EI students through the application, arrival, and adjustment process. Assist with organizing and supporting EI activities as a social representative. This position acts as a knowledgeable resource for students new and returning to the English Institute program. Duties include leading and training teams of students during campus or virtual events and community functions. Must be able to conduct projects using independent decision making as well as use of technology. Bi-lingual requirement with abilities in multiple languages preferred.
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<b>Qualifications / Experience Required:</b>	Preference given to student with EI program knowledge.
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<b>Pay Grade</b>	3
<b>Hourly Wage</b>	\$13.50 (Year 1) \$13.75 (Year 2)