

## **UACCB Ambassador Program Details**

**The priority deadline for applications is April 29, 2020. Applications will be accepted as long as positions are available.**

### **Characteristics of an Ambassador:**

Campus leader and representative  
Strong communication skills, orally and written  
Professional behavior and conduct  
Pride in UACCB  
Exhibit school spirit  
Positive attitude and self confidence  
Sense of responsibility and leadership ability

### **Responsibilities Include:**

Working eight hours per week in the Admissions office providing clerical support and communicating with prospective students.

Attending college fairs and visiting their home high schools when possible.

During specified campus events such as Project College Bound programs, career day, performing arts events, and commencement, student Ambassadors will wear UACCB apparel and provide support for the events.

Student Ambassadors will be available for marketing promotions, photo opportunities, and other media and advertising needs. The Student Ambassadors are to be representatives of UACCB, and they will be called upon during high-profile campus visits and off-campus engagements.

Student Ambassadors will assist UACCB students, faculty, and staff during registration by greeting students and presenting a positive image of UACCB and its student body.

Student Ambassadors will direct students to the appropriate locations on campus to make their registration experience as efficient and positive as possible.

Student Ambassadors will be active participants in orientation each semester by speaking, presenting, giving tours and welcoming students to UACCB.

Student Ambassadors will create informative videos to appeal to prospective and current students keeping them up to date on all events happening at UACCB.

Student Ambassadors will conduct tours of the campus and answer questions as needed.

Student Ambassadors will pass out program pamphlets, brochures and other materials to groups who are on campus for visits. They will guide visitors to the Admissions office and introduce them to Student Services.

Student Ambassadors may be assigned speaking engagements for the Strategies for College Success classes. They will also be called upon to speak to high school groups when they are on campus. Student Ambassadors may be asked to speak at any on-campus event where their appearance is deemed helpful by Student Services, Faculty, or Recruiting.



Complete the entire application and attach an unofficial copy of your transcript and return it to the Enrollment Center MCB 232. If selected, Admissions staff will contact you to schedule an interview.

Requirements:	2.5 cumulative GPA
Application Procedure:	Submit completed application to the Enrollment Services Center. Have a faculty or staff member complete the Ambassador Reference form.

\_\_\_\_\_ Full Name

\_\_\_\_\_ Student Identification Number      \_\_\_\_\_ Cumulative GPA

\_\_\_\_\_ Address      \_\_\_\_\_ City      \_\_\_\_\_ State      \_\_\_\_\_ Zip Code

\_\_\_\_\_ Phone Number      \_\_\_\_\_ E-mail

\_\_\_\_\_ High School Attended      \_\_\_\_\_ Program/Major

When do you plan to finish college at UACCB? \_\_\_\_\_

Have you ever been convicted?  No  Yes if yes, please explain \_\_\_\_\_

Are you currently employed?  No  Yes ( Full-Time  Part-Time)

Place of Employment \_\_\_\_\_

Honors/Awards received:

Organizations/Clubs in which you are a member:

Why would you like to become a UACCB Ambassador?

What qualities should a UACCB Ambassador possess?

What do you like most about UACCB?

Reference (must be employed at UACCB):

\_\_\_\_\_

Name

\_\_\_\_\_

Phone

UACCB Ambassador positions are highly competitive. The selection process will include an interview. Continuation as an Ambassador for the next semester is based on performance and will be determined during the semesterly evaluation process.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



# College Ambassador Reference Form

**This reference must be completed by a faculty or staff member of UACCB.**

Student/Applicant Name: \_\_\_\_\_

College Ambassadors are students who assist UACCB with recruitment, retention, and public relations. Ambassadors promote activities and campus involvement as well as assist with campus events.

Ambassadors:

- Conduct campus tours
- Promote student involvement and services
- Serve as hosts at College events
- Work with prospective and current students
- Assist with Orientation, Open Houses, College Fairs and other events as needed

**Please rate the student on the following:**

**5=Excellent 4=Good 3=Average 2=Fair 1=Poor N/A = Unknown**

## **1. LEADERSHIP POTENTIAL**

**Comments:**

## **2. INITIATIVE**

**Comments:**

## **3. ENTHUSIASM/POSITIVE ATTITUDE**

**Comments:**

## **4. COMMUNICATION SKILLS**

**Comments:**

## **5. PROFESSIONALISM**

**Comments:**

# UACCB College Ambassador

Reference form (continued)

## 6. RESPECT FOR DIVERSITY

Comments:

## 7. PRESENTATION SKILLS

Comments:

## 8. RESPONSIBILITY

Comments:

What qualities does this person have that would make them a good College Ambassador?

In what capacity do you know this applicant?

How long have you known this person?

Additional Comments:

Thank you for your reference. Please complete the following:

Name of Reference \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO:  
ENROLLMENT CENTER  
UACCB  
MCB Office 232  
Fax: 870-612-2125