



Student Ambassador Application

Please complete the entire application carefully and thoroughly in order to be considered for a Student Ambassador position. Please print clearly or type out your answers. Attach another piece of paper if there is not enough room for your answers.

The following is a checklist of what is needed for the application:

- 1) Complete the application and answer all of the questions.
- 2) Attach your Northeast class schedule for the upcoming semester, if available.
 - a. You may print your schedule by accessing your My Northeast account.
- 3) Have two references complete the Reference Form.
- 4) Return the completed application to the Admissions Office or mail it to:

Northeast Community College
Attn: Admissions/Student Ambassadors
801 E. Benjamin Ave.
Norfolk, NE 68701

If you have any questions or need additional information, please contact Haley Mattison, On-Campus Recruiter, at haleym@northeast.edu or (402) 844-7747.

Student Ambassador Information

Student Ambassadors are selected based on:

- Leadership abilities and/or capabilities
- Professionalism and maturity level
- Poise in the interview
- Application and references
- Academic achievement
- Desire to promote Northeast to others in a positive manner
- Availability to serve

Student Ambassador Benefits:

- Meet new people including fellow ambassadors, prospective students, Northeast faculty and staff, and community members
- Work and have fun with fellow Northeast students during campus activities and events
- Gain valuable job and life skills
- Great resume builder
- Hourly pay for employment

Student Ambassador Job Description:

- Host campus tours – individual, family, and group tours
- Participate in group campus recruiting events (Explore Northeast & Career Days)
- Assist with various campus activities (job fairs, graduation, community-based activities and other events on campus)
- Attend meetings every other week while school is in session
- Serve for one academic year (two consecutive semesters)
- Send written correspondence to prospective students
- Maintain a minimum 2.5 GPA
- Keep records of tours, meetings, and activities
- Check mailbox, and text messages
- Dress in Student Ambassador attire when required
- Demonstrate positive model behavior at Northeast and in the community
- Be a part of the Student Leadership Development Series

What this all means:

- Ambassadors spend an average of 6-8 hours per week on ambassador duties – this can vary depending on the week
- Mandatory meetings are every other week – the time and day are determined based on the groups availability and this can change per semester
- Ambassadors send thank-you postcards to each student they take on a tour
- Ambassadors participate in two Explore Northeast events, about seven career days, and four-five other campus events during the school year
- Ambassadors gave around 2,600 tours last year between all events/personal tours
- Ambassadors will be paid hourly for employment and also partake in a minimum of one community service project per year
- Ambassador attire (shirts and jackets) are provided by the organization. Ambassadors must provide their own khaki's or black pants
- Ambassadors help recruit for Northeast Community College

Distinctions between Student Ambassador employment pay and club requirements

Employment Pay

The Student Ambassadors will be paid an hourly rate of \$10.00 for the time they work the following:

- Personal Tours*
- 8th Grade Exploration Tours
- Career Days
- Explore Northeast Days
- Other Campus Events
- Group/School Visits
- Meetings
- Student Ambassador Training
- Clearing tours with the Admissions Coordinator
- Writing thank-you postcards to prospective students
- Student Leadership Development Series
- Graduation

Club Requirements

The Student Ambassadors will be volunteering their time as part of the club requirement for the following:

- Community Service (*Spooktacular, Christmas Gift for a Foster Child*)
- Social Events (*Barbecues, Christmas Party, End of Year Trip*)

It is understood that these distinctions were made due to the work done by previous Student Ambassadors. If another event arises outside those listed above, the On-Campus Recruiter and Director of Recruitment will work, in advance, with the Student Ambassador group to let them know if they will be paid or if it is a volunteer club requirement.

*If a Student Ambassador does not have a tour scheduled or if a tour is a no show for his/her normal personal tour time, they will work the desk for one hour. Work will consist of helping the On-Campus Recruiter on Student Ambassador/Recruitment projects.



Student Ambassador Application

Please complete the entire application carefully and thoroughly. Please print clearly or type out your answers. Attach another piece of paper if there is not enough room for your answers.

Full Name _____ Date of Birth _____

High School _____ Current GPA _____

Major _____

Anticipated college graduation date _____

Expected credit hours to be carried out during the semester _____

Address _____ City _____ State _____ Zip Code _____

Email _____ Primary Phone _____

Activities/Organizations

Please list activities/organizations you have been involved in. Include information about your roles in the activity and what you gained through your participation.

Goals

Describe your short- and long- term goals both professional and personal. Why did you choose your career goal?

Please answer the following questions as clear and concisely as possible with the space provided.

Hobbies/Leisure Activities

What are your hobbies/leisure activities? Why are they important to you?

Applicant Qualities

Why are you interested in becoming a Student Ambassador?

What qualities do you have that will help in recruiting new students?

How comfortable are you with public speaking? Do you have any experience?

A tour is the very first impression a prospective student receives of Northeast. How do you plan on making a great impression and making your tours stand out?



Work and Volunteer Experience

Please include all summer, part-time, full-time, and volunteer positions.

Employer _____

Address _____ City _____ State _____ Zip Code _____

Position _____ Type of Business _____

Employed from (Month/Year) _____/_____/_____ to (Month/Year) _____/_____/_____

Employer _____

Address _____ City _____ State _____ Zip Code _____

Position _____ Type of Business _____

Employed from (Month/Year) _____/_____/_____ to (Month/Year) _____/_____/_____

Do you plan on being employed while attending Northeast? Yes _____ No _____

If yes, what is your employer/company name _____

How many hours per week will you work? _____

Do you know your work schedule? If yes, please list it here:

Do you have your class schedule for the upcoming semester? Yes _____ No _____ (If yes, please attach your schedule)



Student Ambassador Letter of Recommendation

Some suggestions for possible references are school faculty or staff members, youth leaders (advisors, religious leaders, coaches, etc.) and employer(s).

Name of Applicant

Date

The applicant named above is applying for a Student Ambassador position at Northeast Community College. The Student Ambassadors serve as the official host of tours to prospective students. The students work closely with Recruitment and other college community groups to promote the institution. The Ambassadors must demonstrate leadership ability, possess good communication skills, have a positive attitude, be self-motivated, and have good time-management skills. When answering the below questions, please keep these desired qualities in mind. Please be honest with your comments.

We appreciate your assistance in completing this form as candidly as possible. When you are finished, please place the form in an envelope, seal the envelope, sign your name across the seal and return the reference form to the applicant. The applicant must return the form. Please attach an additional sheet if needed. Thank you for your time.

Reference Name

Job Title

Phone Number

Address, City, State, Zip Code

How long and in what capacity have you known the applicant?

Describe the applicant's initiative and dependability.

Describe the applicant's communication and people skills. Also, please rate the candidate's ability to interact with others they have just met: (1-poor, has an extremely hard time interacting with people and 5- wonderful, has the ability to interact with anyone).

Describe the candidate's organizational skills. Is the candidate able to balance academic, social, extracurricular, and employment commitments?

Has the applicant shown great leadership qualities? Please provide an example

What is the applicant's greatest strength and what is one area of improvement?

Is there anything else you would like to tell me about the applicant?

Signature

Date



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