



## **Student Ambassador Application**

### **Position Description and Application Instructions**

The Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing Helena College. The mission of the Student Ambassador Program is to cultivate student leaders who will share the Helena College experience with prospective students, their families, and community members and represent the college at special events.

### **Requirements**

- Must be an undergraduate with second year standing and above
- Attend Helena College fall and spring semesters and be enrolled in at least 6 credits in a degree-seeking program.
- Must be in good standing academically and maintain Satisfactory Academic Progress standards as required by the Department of Education and Helena College.
- Have and maintain a minimum 2.75 GPA each term.
- Be available to work 10 (flexible) hours per week; some nights and weekends may be required.
- You will need your own transportation to attend events.
- This job may require some heavy lifting.
- Effective written and oral English communication skills.
- Experience working with diverse populations.
- Demonstrated positive attitude and strong work ethic.
- Ability to demonstrate flexibility, creativity, humor and dedication.
- Excellent problem solving skills in a fast-paced environment.

## **Responsibilities**

- Welcoming students to Helena College.
- Answering general questions about Helena College.
- Representing Helena College at local area schools.
- Conducting campus tours and set up program shadows for visiting students.
- Developing relationships within the community that encourage students to attend Helena College.
- Establishing a leadership role and presence at the Helena College campuses.
- Striving to create a positive atmosphere by partnering with other leadership groups on campus.
- Assisting and supporting all departments at Helena College.
- Creating and developing innovative ideas for recruitment, keeping a student blog and updating social media as assigned.
- Serve as an Orientation Leader and greet students during first week of courses each semester.
- Maintain required professional discretion with regard to sensitive and confidential information.
- Other duties as assigned.

## **Application Instructions**

You will need to complete the application on the following page. Please attach a separate piece of paper with the answers to your questions.

Please attach the following to your application:

- Class Schedule
- Two letters of Recommendation (Professional/Academic)
- Signed Student Ambassador Position Description
- Unofficial Transcripts
- Cover letter and resume

Please submit your applications to:



## Student Ambassador Application

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

High School: \_\_\_\_\_

What is your cumulative GPA? \_\_\_\_\_ Number of college credits completed? \_\_\_\_\_

Please answer the following: (use a separate piece of paper, typed is preferred). Please be yourself answering these questions. Recognize there is NO wrong answers. We just want to learn a little bit more about you and what makes you—You!

1. Write a statement describing what you will add to the Ambassador program, including, but not limited to: real life experiences, leadership experiences, connection to students, other activities, or trails of self-will that may apply.
2. Tell us why you want a leadership position at Helena College and how the experience will be of value to you?
3. What message would you bring to prospective students who are interested in visiting Helena College?
4. Write a one paragraph statement about your philosophy on why education is important.
5. List the co-curricular activities, organizations, memberships, and clubs with which you have been involved or in which you are currently participating.
6. Describe the goals that you have set for yourself in the following areas:
  - a. Academics
  - b. Personal Growth and Development
  - c. Other
7. What is your definition of a good leader?

*By signing below, I certify that the information provided on this application is true and accurate.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date