ABOUT US
The University Ambassadors are a selective group of students who share their time and experience with prospective students, parents, and other university guests to facilitate and enhance student recruitment for The University of Utah. Ambassadors bring a deeper understanding of the university to prospective students, parents, counselors, and other visitors by sharing their Utah signature experience and providing an insider's perspective of being a student at the U.

RESPONSIBILITIES OF UNIVERSITY AMBASSADORS
University Ambassadors are involved in several recruitment and enrollment activities hosted by the Office of Admissions and our campus partners; the most important being our daily campus tours. Other activities include, but are not limited to, participation in various recruitment programs both on and off campus, high school visits, and group/outreach tours. To be able to accomplish these tasks efficiently and effectively, new University Ambassadors, known as Eyas, are trained and peer-mentored by current University Ambassadors and staff from the Office of Admissions on subjects ranging from admission and enrollment, residence life, student involvement opportunities, academics and more.

QUALIFICATIONS
Persons seeking to become a member of the University Ambassador program should actively demonstrate dedication, enthusiasm, good communication skills, commitment, dependability, responsibility, respect for self and for others, leadership skills, strong academic merit, and most importantly, spirit and pride for The University of Utah.

Candidates must have a cumulative GPA of 3.0 or better.
(GPA's will be evaluated by the most recent copy of high school (for freshmen students) or college (for transfer students) received by the Office of Admissions).

University Ambassadors must be able to conduct a walking tour of campus (often walking for up to two hours in reverse), stand for extended periods of time, lift around 10-15 pounds, and assist with set up and tear down of recruitment events.

MINIMUM EXPECTATIONS
1. Be enrolled as a full-time student (12 credit hours minimum) at The University of Utah
2. Commit to full participation through at least December 2017* (Students planning to graduate in May 2017 or December 2017 are not eligible to apply. Additionally, students planning to take a leave of absence beginning Spring 2017 or Fall 2017 must wait to apply for University Ambassadors upon returning to the University of Utah)
   *New Ambassadors are subject to a probationary period through March 2017
3. Maintain a 3.0 cumulative grade point average while serving as a University Ambassador
4. Sign and adhere to a contract outlining responsibilities
5. Attend mandatory trainings as listed in this application
6. Attend weekly meetings on Wednesdays at 5pm
7. Plan to give an average of one campus tour per week during the academic year (Our tour schedule is: Monday-Friday at 10am and 1:30pm, and select Saturdays each month. Depending on the time of year, there may be times where you give tours a few weeks in a row, and there may be times where you aren't giving tours)
8. Participate in other Office of Admissions programs which include, but are not limited to:
   - Connecting U Days (campus visitation program for prospective students and parents)
   - Bringing the U to You and other student receptions (both on & off-campus programs)
   - Group Visits and Outreach Tours
   - Red White & U Admitted Student Day*
   - Spring Scholarship Reception*
   - Commencement* (assist with graduation)
   - High School Visits (currently under development and planning)
* Mandatory for all University Ambassadors. Other programs above will have set minimums which we will explain during training.
BENEFITS
Throughout your experience and service as a University Ambassador, you will experience many personal and professional benefits that go well beyond monetary compensation such as:

- **Public Speaking and Communication Skills**: Being able to communicate information in a clear and engaging way is a skill that will serve you well throughout your life. As a University Ambassador, you will have many opportunities to develop and strengthen these skills by giving tours to many different types of groups of varying sizes, serve on student panels, share your unique signature experience, and maybe even be a student keynote speaker at one of our large programs.

- **Customer Service**: Ambassadors represent the University of Utah in a positive, friendly, and encouraging manner. You will learn what it means to provide the highest level of customer service, the impact of the campus visit, and how to ensure each guest enjoys their campus experience.

- **Networking**: You may never know who is on your tour; you may be showing your future employer around our campus, or giving a tour to a high-profile donor. You will also have the opportunity to meet campus administrators and other dignitaries.

- **Changing lives**: As an Ambassador, you have the satisfaction of knowing you play an integral role in the success of The University of Utah. Many of our current Ambassadors can tell you about a time they met a student on-campus who explained the reason they attended was due to their tour. Perhaps you are one of those students…

- **Leadership**: Your experience in the University Ambassadors hinges on what you put into it. If you are interested in gaining leadership skills within our program, there are elected positions which manage and govern the organization from recruitment and training, community service, and campus involvement. Additionally, there are select positions with increased hours and responsibilities within our Visitor Support Team who manage all visitor operations and customer service.

- **Friendship and Memories**: At the end of the day, being a University Ambassador is much more than a job on campus; it’s a rewarding experience that will create lasting friendships and great memories.

COMPENSATION
University Ambassadors are compensated $10.50/hour. The average daily campus tour lasts two-and-a-half hours, where various recruitment programs will last 4-5 hours. Average weekly hours will fluctuate based on the amount of tours and/or programs in which an Ambassador participates, but will likely be less than 6 hours a week.

University Ambassadors are permitted to have other jobs, either on or off campus, and are encouraged to be involved in other campus activities - provided that these jobs and activities do not interfere with the various dates, duties and responsibilities of being a University Ambassador.
APPLICATION PROCESS AND CHECKLIST
KEEP THIS PAGE FOR YOUR RECORDS!

Mixer (Optional but encouraged): Meet current University Ambassadors as well as other applicants:

- Wednesday, September 7, 2016, at 6pm in Parlor A of the Student Union, Third Floor
  (Keep an eye on our social media pages for more updates!)
  Twitter and Instagram: @univ_ambass

Application Due: Thursday, September 8, 2016, no later than 4pm. Your application and attachments can be emailed to univ-ambass@sa.utah.edu or they can be turned in to the Welcome Center Front Desk located in Room 80 of the Union.

Group Interviews: On the morning of Saturday, September 10, 2016, you will be notified via email* if you were selected for a Group Interview to be held on Saturday, September 17, 2016.

*Make sure you check your spam folders! We are not responsible for missed interviews as a result of emails being filtered into spam.

Individual Interviews: If you are selected for an Individual Interview, you will be notified via email* and given instructions to select from one of the following dates:

(times will be available when you sign up):

- Monday, September 19, 2016
- Tuesday, September 20, 2016
- Wednesday, September 21, 2016
- Thursday, September 22, 2016

*Make sure you check your spam folders! We are not responsible for missed interviews as a result of emails being filtered into spam.

Decision Day: Final Decisions will be released on Monday, September 26, 2016.

University Ambassador Meetings: The University Ambassadors Program conducts weekly meetings every Wednesday Night from 5pm-6pm. New ambassadors will be expected to attend regular ambassador meetings starting October 5, 2016.

Training Dates: All Training Days are mandatory. You must be able to fully attend all of these trainings:

- Saturday, October 1, 2016 – 9am-TBA
- Wednesday, October 5, 2016 – 6pm-8pm
- Wednesday, October 19, 2016 – 6pm-8pm
- Saturday, October 22, 2016 – 7:30am-2pm
- Wednesday, November 2, 2016 – 6pm-8pm
- Saturday, November 12, 2016 – 2pm-7pm
- Wednesday, November 16, 2016 – 6pm-8pm
- Wednesday, January 11, 2017 – 5pm-7pm
- Wednesday, March 22, 2017 – 6pm-7pm

Other Important (Mandatory) Dates: Upon selection as a University Ambassador, you will be expected to participate in the following programs:

- Expect the Great – Saturday, November 5, 2016, all day!
- Red White & U Admitted Student Day – Saturday, April 8, 2017, all day!
- Scholarship Reception – April 19 or 20, 2017 – 5pm-9pm
- University Commencement – Thursday, May 4, 2017 – 5pm-9pm
ESSAY QUESTIONS
Part of your application involves responding to two essay questions. Responses must be typed on separate pages, and not exceed more than one page, single sided.

First, answer the following question:
- Describe how you came to your decision to attend The University of Utah
  (i.e. any influences or interactions with people or experiences you may have had).

Next, choose and answer ONE of the following essay prompts:
- What do you hope to learn and gain from your experience as a University Ambassador?
- Name your favorite place on campus and describe its importance to you.
- So where is Waldo, really?

RESUME
Provide a full resume which includes any current and former employment history and job duties, plus any extracurricular activities (clubs and organizations, Greek Life, volunteer work, etc), and any awards or distinctions.

IMPORTANT NOTES
Please ensure that your name does not appear on any of your essays or resume. Make sure you write only your Student ID (uNID) on each page/piece.
A complete application consists of this cover page, essay questions, and your resume. Applications must be submitted no later than 4pm, Thursday, September 8, 2016. LATE APPLICATIONS WILL NOT BE ACCEPTED.

Complete applications can be submitted in person to the Office of Admissions Welcome Center, located in Room 80 of the Student Union. Please make sure that you enclose all application materials within a manila envelope and write only your STUDENT ID on the front of the envelope.

If you wish to submit your application online, please visit http://admissions.utah.edu/ambassadors

COMPLETE ALL ITEMS (please print clearly)

PERSONAL INFORMATION
Full Name: ___________________________ uNID: ______________________
Salt Lake/Local Address: ________________________________
Cell Phone: __________________________ Email Address: ______________________

ACADEMIC AND OTHER INFORMATION
Current Class Standing (circle one)
Freshman   Sophomore   Junior   Senior (NOT graduating in May or December 2017)
Expected Graduation Date: __________________________ Major: ______________________
Are you a transfer student from another institution? Yes ___   No ___
Would you feel comfortable giving a tour in a language other than English? Yes ___   No ___   If yes, what language(s)? __________________________
Were you recommended/encouraged to apply by a current University Ambassador? Yes ___   No ___   If yes, who? __________________________

REFERENCES
Please provide the names and the contact information of three academic or professional references:

Name           Title           Phone #           Email address

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

By signing below, I verify that all information disclosed on this application is accurate to the best of my knowledge; and I release permission to the Office of Admissions to review my cumulative grade point average for the purpose of verifying my academic standing.

Signature: ___________________________ Date: ___________________________