



Spring 2017,

Dear Student:

I am excited that you are interested in becoming a University Ambassador (UA)! University Ambassadors will work to connect new students to the university through first-year programs to include new student orientation. The position holds a great amount of responsibility, but can be equally rewarding.

Returning UA's will participate in a 1:1 goal assessment with First Year Student (FYS) staff, to assess the position continuity. For new UA applicants, the selection process consists of candidates completing an online application, submitting two letters of recommendation letters (one faculty and one professional), and finally interviews. Things to know:

- Your online applications must include two references
- All application must be submitted by **January 20th, 2017**
- Incomplete applications will not be accepted

Online Application Available at:
www.tnstate.edu/firstyear

Below you will find a selection process schedule:

Returning UA Assessments	December 5th – 9th, 2016
Applications Available	December 12th, 2016- January 20th, 2017
Applications Due	January 20th, 2017
Group & Individual Interviews*	February 1st- 6th, 2017
<i>*Invitation Only</i>	
Selection Notification	February 13th, 2017
Hiring meeting	February 21st 9am, 11am, 1pm

All applications will be screened. Selected candidates will be contacted via email and invited to participate in **Group Interviews** on **February 1st, 2017** from **10:00am – 12:00 pm**.

After Group Interviews, selected candidates will be invited via email to participate in **Individual Interviews** which will be scheduled from **February 3rd – 6th, 2017**.

If you have any questions, feel free to send an email to Kgray23@tnstate.edu or contact the Office of First Year Students at (615) 963-1890.

I look forward to receiving your application and meeting you!

Good luck,

Kristin Gray
Coordinator, First-Year Students



Position Title: University Ambassador
Department: Office of First Year Students

SUMMARY OF THE POSITION:

University Ambassadors are a select group of students who will draw upon their personal experiences, knowledge of the University, and proven success strategies to assist new students during their adjustment to college. University Ambassadors will assist with the academic, personal, and social orientation of first-year students to ensure a smooth transition into University life. University Ambassadors serve the university in a leadership role.

JOB RESPONSIBILITIES:

- Serve as a student ambassador for the university.
- Serve as a leader and active participant during orientation programs and welcome week activities.
- Attend all orientation programs, welcome week, and other designated office programs.
- Fulfill weekly office hours and provide administrative support for orientation programs, including preparation of orientation materials prior to each program.
- Lead small group discussions during orientation programs and welcome week.
- Learn and teach TSU traditions and student services information.
- Work with orientation team to support all aspects of the program, including move-in day.
- Attend all training sessions and meetings, the dates to be announced.
- Create and maintain social networks with new students throughout the summer.
- Serve as a resource person and information source for the new students and parents.
- Serve as a student representative to parents.
- Serve as a role model for all students.
- Other duties as assigned.

QUALIFICATIONS:

- Enrolled as a full-time student
- Earned 24 credit hours and a minimum cumulative GPA of 3.0.
- Excellent leadership skills and experience.
- Excellent communication, interpersonal and organization skills.
- Reliable and dependable.
- Ability to follow through on work tasks.
- Available to work all new student orientation sessions and Welcome Week events without conflicts of summer school or other commitments.
- Demonstrated record of flexibility, responsibility, and willingness to assist others.
- Ability to work productively with faculty, staff and students.
- Ability to work independently, be creative and be organized.

REMUNERATIONS:

- The position is a leadership role and service to the university.
- Meals will be provided at all orientation programs and during Welcome Week.
- Polo shirts, t-shirts, and other apparel will be provided.
- \$600 stipend for service to the university.

SKILL DEVELOPMENT:

- Leadership skills
- Interpersonal skills
- Motivational skills
- Organizational skills
- Small group facilitation skills