



Spring 2018,

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 (one faculty and one professional), and finally interviews.

Things to know:

- Your online applications must include two references and 2 letters of recommendations.
- All applications must be submitted by **January 31, 2018**.
- Incomplete applications will not be accepted.

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

Below you will find a selection process schedule:

Returning UA Assessments	January 15 – 19, 2018
Applications Available	December 12, 2017- January 31, 2018
Applications Due	January 31, 2018
Group & Individual Interviews*	February 19 – 23, 2018
<i>*Invitation Only</i>	
Selection Notification	February 28, 2018
Hiring meeting	March 7, 2018 at 9am, 11am, 1pm

All applications will be screened. Selected candidates will be contacted via email and invited to participate in **Group Interviews** on **February 19 – 20, 2018** 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 21– 23, 2018**.

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 throughout the semester.
- 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 and information source for all new students and parents.
- Serve as a student representative to parents.
- Serve as a positive role model for all students at all times.
- Other duties as assigned.

QUALIFICATIONS:

- Enrolled as a full-time student
- Earned 30 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:

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

SKILL DEVELOPMENT:

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