



March 12, 2015

Dear Student:

I am excited that you are interested in becoming a University Ambassador! 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.

The selection process consists of candidates completing an online application, submitting two references (one faculty and one professional), and interviews. Online applications must include two references and must be submitted by **March 27, 2015**.

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

Below you will find a selection process schedule:

Applications Available	March 16 – 27, 2015
Applications Due	March 27, 2015
Group & Individual Interviews*	March 30 – April 3, 2015
<i>*Invitation Only</i>	
Selection Notification	April 10, 2015

All applications will be screened. Selected candidates will be contacted via email and invited to participate in **Group Interviews** on **March 30, 2015** from **2:00 – 4:00 pm**.

After Group Interviews, selected candidates will be invited via email to participate in **Individual Interviews** which will be scheduled from **March 31 – April 3, 2015**.

If you have any questions, feel free to contact me at tshanklin@tnstate.edu or (615) 963-7921.

I look forward to receiving your application and meeting you!

Good luck,

Terneilus Shanklin
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.
- \$500 stipend for service to the university.

SKILL DEVELOPMENT:

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