



STUDENT AMBASSADOR JOB DESCRIPTION

The Ambassador Program combines two of the most effective and well-received recruitment tools at Dominican University of California. The program uses a staff of current students to recruit prospective students with phone calls and campus tours. Ambassadors will be one of the first contacts prospective students have with DU of C, and hence serve as a front line force in representing the university and a pivotal member of our admissions team. Ambassadors will also be intimately involved with many on-campus events as well as volunteer efforts in the community.

Program Schedule and Responsibilities

The Dominican University Ambassador program runs the entire academic year from the first day of classes through the end of finals. Applications should be submitted to Brooke Thornberry in the Office of Admissions, and all applicants should be prepared for a follow-up interview. If you are a finalist in the selection process, you will be notified by phone. Responsibilities will include calling prospective students and giving campus tours to students and their families. Ambassadors can schedule their hours for calling between 6:00 to 9:00 pm Monday through Thursday. Campus tours are scheduled at 10:00 am and 2:00 pm Monday through Friday. Other responsibilities include assisting with Campus Visit Days and Admitted Student Open Houses throughout the year, as well as the WACAC College Fair held in the Conlan Recreation Center in the Spring semester.

Duties

Student Ambassador duties include engaging in frequent written and verbal communication with prospective students. In this effort, Student Ambassadors will make phone calls on weekday evenings (Monday through Friday), and conduct scheduled tours each week. Further, Student Ambassadors will be expected to assist with campus events, participate in community service projects, and be involved with the setup and implementation of our Spring WACAC College Fair. Other duties will include performing occasional clerical duties, training future Student Ambassadors, asking and answering questions, referring questions to appropriate admissions counselors or departments, responding to inquiries sent to the admissions enroll@dominican.edu email account, and ensuring the accuracy of information being put forth on behalf of the university.

Community Service

The Student Ambassador Program is constantly changing and improving in its scope and level of success. One of the newest features of the Student Ambassador Program is the community service component. Community service has been added to promote outreach and extend the effects of the program to the community at large. Projects are scheduled roughly once a month, typically on a Saturday. Applicants should be prepared to participate in up to eight hours of local community service per semester. The goal of our community service efforts is to forge and maintain partnerships between Dominican University of California and organizations in the Bay Area.

Training

Training sessions are held on the weekend following the first week of classes (dates to be announced). Attendance for the training sessions and the first project is mandatory. You will receive training details if you are to be offered a position.

Qualifications and Selection Criteria

To be selected as a Student Ambassador at Dominican University of California is an honor and an excellent opportunity for personal and professional growth. Students who are selected as Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. Candidates should be prepared to become experts on DU of C's official information packet, programs, and history. Ambassadors will need to be prepared to answer questions about the application process, admissions, housing, financial aid, student organizations, and campus events, life and history. The ability to ask and answer questions clearly and to make prospective students feel comfortable is also essential for the position. A Student Ambassador should also be: able to problem solve; motivated; a team player; involved; adaptable; confident; respectful; enthusiastic; responsible; dependable; dedicated; punctual; able to communicate well with others; outgoing and friendly; and eager to learn, meet new people, and help others. Ambassadors will have flexible work hours and will be paid starting at \$10/hr.

Applicants for the Student Ambassador position **MUST** be able to attend the training workshops, scheduled interview sessions, and monthly staff meetings. Applicants must also be available for Saturday DU of C programs and community service projects.

Benefits

Some of the benefits of being a Student Ambassador at DU of C include:

- Interacting with university administrators, faculty, and staff
- Learning important interpersonal skills while gaining professional experiences
- Creating networking opportunities
- Gaining valuable knowledge of DU of C, San Rafael, recruitment, and events
- Augmenting your resume
- Making new friends
- Working with peers in a positive, friendly environment
- Acquiring leadership skills
- Building self-confidence

Applications

Completed applications should be submitted to the Office of Admissions attention: Brooke Thornberry. To be considered, candidates **MUST** be enrolled and in good academic standing at DU of C., and **MUST** submit both the application and recommendation form before the deadline.

Deadline for New and Current Dominican Students: Tuesday, August 7, 2012



**STUDENT AMBASSADOR PROGRAM APPLICATION
DOMINICAN UNIVERSITY OF CALIFORNIA**

Name _____ Date _____

Dorm Assignment (if applicable) _____

Cell phone _____ E-mail _____

Permanent address _____

City _____ State _____ Zip _____ Birthdate _____

Major _____ Year in college _____

Are you eligible for federal work study? Yes _____ No _____

If you are eligible for federal work study it would be listed on your financial aid award letter. It is not a requirement for the position and all applicants will be considered.

List work experience beginning with the most recent employment.

1. Employer's name & address _____

Dates employed _____ to _____

Supervisor's name & telephone number _____

Your position title _____

Duties (be specific) _____

2. Employer's name & address _____

Dates employed _____ to _____

Supervisor's name & telephone number _____

Your position title _____

Duties (be specific) _____

List two references who can comment on your interpersonal skills and/or work attitude.

Name	Title	Relationship to Applicant	Phone
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1. _____

2. _____

Please type your answers on additional sheets.

1. List any organizations and activities that you have been involved with on campus, and describe your role in them.
2. Describe what influenced your decision to apply to and attend Dominican University of California.
3. Why do you want to be a member of the Ambassador Staff?
4. What unique qualities and abilities do you have to offer prospective students, parents, and other staff members?
5. Describe your experience with the following (use examples):
 - Public Speaking
 - Campus Resources and Programs
 - Event Planning
 - Working with people from diverse backgrounds
 - Working in a group or team setting
 - International student groups and issues
 - Fluency in other languages
6. List and describe any special talents, interests, and hobbies that you bring as a student and prospective Student Ambassador to DU of C.
7. Describe a stereotype that you have encountered about Dominican University of California and how would you go about addressing the issue (assuming that you are speaking with *both* prospective students and their parents).
8. How would you go about making a stranger feel comfortable talking with you?
9. Describe how diversity enhances the college experience.
10. Indicate how you found out about the Ambassador program. (Ex. Flyer, professor, e-mail, voicemail, etc.)
11. List any accomplishments (positions of leadership, membership in organizations, honors, awards, part-time jobs, community services, etc.) that you believe will contribute to your success as a Student Ambassador.

QUESTIONS: Contact Brooke Thornberry, Undergraduate Admissions Counselor, at 415.257.1307 or brooke.thornberry@dominican.edu.

RETURN APPLICATIONS: Dominican University of California
Office of Admissions
Attn: Brooke Thornberry, Undergraduate Admissions Counselor
50 Acacia Avenue
San Rafael, CA 94901

I have read and understand the Student Ambassador Program description and requirements. Furthermore, I acknowledge that the information contained in this application is an honest and factual assessment of my abilities. I understand that any false statements provided in this application will automatically disqualify me as a candidate for the Student Ambassador Program.

Signature

Print Name

Date



STUDENT AMBASSADOR RECOMMENDATION FORM

Name of Student Ambassador Candidate (print): _____

The student named above has applied for the Ambassador Program. Students chosen will provide service to the admissions staff at Dominican University of California by serving as student recruiters and student representatives at university functions. These students will represent the university to prospective students, their parents, and the community at large. Ambassadors will be responsible for acquiring an extensive body of knowledge about the university and must be able to communicate that knowledge effectively. We would appreciate your evaluation of the Student Ambassador candidate named above by completing this form as honestly as possible.

In what capacity and for how long have you known this student?

Describe the extent of your contact with this student:

Please rate the student on the following characteristics by circling the appropriate rating.

Attitude

Below Average Average Above Average Excellent

Communication Skills

Below Average Average Above Average Excellent

Cooperativeness

Below Average Average Above Average Excellent

Dependability

Below Average Average Above Average Excellent

Enthusiasm

Below Average Average Above Average Excellent

Friendliness

Below Average Average Above Average Excellent

Initiative

Below Average Average Above Average Excellent

Leadership Potential

Below Average Average Above Average Excellent

Punctuality

Below Average Average Above Average Excellent

Respectful of Others

Below Average Average Above Average Excellent

Problem Solving Ability

Below Average Average Above Average Excellent

*Please add any additional comments you would like to make about the candidate (attach an additional page if necessary).

Your name (print): _____

Date: _____

Your signature: _____

Phone: _____

Return to:

Dominican University of California
Office of Admissions
Attn: Brooke Thornberry, Undergraduate Admissions Counselor
50 Acacia Avenue
San Rafael, CA 94901

