

Student Ambassador Application Packet



Due Friday, April 6, 2012

Cover Sheet

The mission of the Student Ambassador Program is to promote Portland State University and represent the student body to current and future students and their families, guests, administrators, faculty, staff, alumni, community partners, dignitaries, and friends of the University. Student Ambassadors are students first and must be able to balance their academics with the demands of the program. The primary purpose of the program is to provide a leadership laboratory through which student ambassadors enhance and supplement their academic, communication, time management, and other professional skills. Student Ambassadors have great authority to manage and lead their own program as well as their office, the Viking Information Center – thus contributing to their overall learning and leadership. Student Ambassadors should strive to improve student success by being role models and a source of information for all students. Finally, Student Ambassadors should pave pathways for prospective students so that the prospective student learns not only about Portland State University, but also about the general benefits of higher education.

The following is a brief description of benefits, commitments, and duties Ambassadors are expected to fulfill. All information necessary to apply to be a PSU Student Ambassador is attached. Should you have any questions, please contact the Student Ambassador Program at 503.725.8240, ambassadors@pdx.edu, or visit our office in suite 101 of the Academic Student & Recreation Center.

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Time Commitments

- Student Ambassadors work various hours depending on their individual schedules. Ambassadors average about 8.5 hours per week
- Duties include mandatory weekly meetings, campus tours, membership on university-wide committees, participation at events, information hub hours, and other duties as needed
- Ambassadors are expected to attend a 2 hour group meeting each week
- Mandatory ambassador training and retreat is September 5, 2012 through September 9, 2012

Benefits

- Become a spokesperson for PSU
- Improve and enhance your professionalism
- Develop leadership, organizational, time management, team dynamic, communication, and public speaking skills
- Meet, interact, and network with other students, faculty, administrators, and community members
- Enhance your resume
- Be a part of a creative team environment
- Ambassadors are paid positions starting at \$10/hour

Qualifications

- Academic excellence – students must have earned at least a cumulative 3.0 GPA; students who have not met this GPA requirement should include supplemental materials explaining a lower GPA
- Strong written and verbal communication skills; multilingual students are strongly encouraged to apply even if English is not their first language
- Ability to be a positive, productive team member
- Excellent leadership skills
- Willingness to serve and represent Portland State University to any person, group, or entity

Application Requirements

Please submit the following information in a Word document or PDF no later than 5:00 pm on Friday, April 6, 2012 to ambassadors@pdx.edu:

1. Current resume
2. One-page cover letter
3. Application (attached on page 4)
4. Answers to the supplemental questions listed below (please limit your answer to 250 words or less for each question)
5. One letter of recommendation from a faculty or staff member at PSU, employer, or mentor

Incomplete applications will not be considered

Supplemental Questions

Please answer each of the following questions (limit each response to 250 words or less)

1. Why do you want to be a PSU Student Ambassador? What skills/traits can you contribute to the team?
2. Based on your own experience, please describe what the merits are of being a leader at school or within your community. In your response, please describe what it means to be a leader.
3. Please describe your career and/or future goals. How do your co-/extra-curricular activities supplement these goals?

Next Steps

1. Attend an information session (optional). See page 5 for dates, times, and location.
2. Plan to attend the mandatory group interview on Saturday, April 14, 2012 or Sunday, April 15, 2012 from 9:30 am to 1:00 pm. Students who do not attend the group interview are seriously disadvantaged. Applicants will receive further information regarding the group interview once they have applied.
3. Finalists will be contacted after the group interview for individual interviews.
4. Plan on attending the mandatory training September 5, 2012 through September 9, 2012.

Ambassador Application Form

Name _____ Student I.D. # _____

Phone _____

Local Address _____

E-Mail Address _____

Class Standing (for the Academic Year 2012-2013)

Freshmen Sophomore Junior Senior Post-Bac Graduate Student

Academic Major (s) : _____ PSU Cumulative G.P.A. : _____

Academic Minor (s) : _____

Foreign languages spoken and level of fluency: _____

Have you ever been found to have violated the Portland State University Student Code of Conduct?

Yes__ or No__ If you answered "Yes," please explain on a separate sheet of paper.

PSU Student Ambassador Selection Timeline

Application Available

Tuesday, November 1, 2011 Application available on Ambassador website

Information Sessions

Wednesday, January 25, 2012 Information Session
Location: Viking Information Center
ASRC, Suite 101
Time: 5:00 to 6:00 p.m.

Thursday, February 23, 2012 Information Session
Location: Viking Information Center
ASRC, Suite 101
Time: 12:30 to 1:30 p.m.

Tuesday, April 3, 2012 Information Session
Location: Viking Information Center
ASRC, Suite 101
Time: 5:00 to 6:00 p.m.

Application Deadline

Friday, April 6, 2012 Application due by 5:00 p.m. via email to ambassadors@pdx.edu
Incomplete or late applications will not be considered

Mandatory Group Interview

Saturday, April 14, 2012 Group Interview
Location: ASRC, 001
Time: 9:30 a.m. to 1:00 p.m.

Sunday, April 15, 2012 Group Interview
Location: ASRC, 001
Time: 9:30 a.m. to 1:00 p.m.

Individual Interviews

Week of April 16, 2012 Location: Office of the Dean of Student Life
Conference Room, 433 SMSU
Time: TBD

Announcement of Selection Results

April 27, 2012 Candidates will be notified by email and phone

Fall Training and Retreat

September 5, 2012 through and including September 9, 2012