



## **Student Ambassador Application**

**Deadline Friday, May 14<sup>th</sup> 2021**

### **Position Description and Application Instructions**

The Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing Helena College. The mission of the Student Ambassador Program is to cultivate student leaders who will share the Helena College experience with prospective students, their families, and community members and represent the college at special events.

### **Requirements**

**In order to be eligible for the Student Ambassador Program, students must:**

- Must be an undergraduate with at least 12 earned credits;
- Must have at least one year (or two semesters) remaining at Helena College;
- Attend Helena College fall and spring semesters and be enrolled in at least 6 credits in a degree-seeking program;
- Must be in good standing academically and maintain Satisfactory Academic Progress standards as required by the Department of Education and Helena College;
- Have and maintain a minimum 2.75 cumulative GPA each term;
- Be available to work 5-10 (flexible) hours per week (between 8:00a.m. - 5:00p.m.), some nights and weekends may be required;
- You will need your own transportation to attend events;
- Effective written and oral English communication skills;
- Experience working with diverse populations;
- Demonstrated positive attitude and strong work ethic;
- Ability to follow instruction, work independently, and take initiative;
- Ability to demonstrate flexibility, creativity, humor, and dedication;
- Excellent problem solving skills in a fast-paced environment.

## **Ambassador Responsibilities**

The role of the Student Ambassador is vital to the success of the Student Ambassador Program at Helena College. It is important for students to perform their duties, projects and assignments in a serious, responsible and professional manner, as they are a representative of Helena College.

### **Students are responsible for:**

- Welcoming students to Helena College,
- Familiarization with Helena College history and programs,
- Answering general questions about Helena College,
- Representing Helena College at local area schools,
- Conducting campus tours for visiting students,
- Develop and lead Program Shadow opportunities for prospective students,
- Developing relationships within the community that encourage students to attend Helena College,
- Establishing a leadership role and presence at the Helena College campuses,
- Striving to create a positive atmosphere by partnering with other leadership groups on campus,
- Assisting and supporting all departments at Helena College,
- Creating and developing innovative ideas for recruitment,
- Conduct follow-up communications with visiting students, such as postcards, etc.,
- Be active participants of student course work, programs and classes by taking photos and video for Helena College use,
- Serve at Orientation and greet students during first week of courses each semester,
- Maintain required professional discretion with regard to sensitive and confidential information,
- Promote Helena College clubs and organizations to current and prospective students,
- Research, compose, and promote community services to current and prospective students,
- Manage Student Ambassador and Helena College student email accounts regularly for correspondence, as well as phone and text message communications,
- Create a manageable and flexible work/event schedule (with the supervisor) based on academic course load and other college commitments,
- Report to Student Ambassador events and office hours as scheduled,
- Strictly abide by all College, state and federal privacy FERPA (Family Educational Rights and Privacy Act) regulations and policies,
- Strive to abide by all College policies and procedures as outlined in both the Student Ambassador Code of Conduct, as well as the Helena College Student Code of Conduct,
- Demonstrate professional and courteous behavior at all times, as a representative of Helena College,
- Dress appropriately for the position, be sure to confirm preferred attire PRIOR to events, name tags are expected to be worn during all work hours,
- Accurately record hours worked, and submit time records weekly,
- Refrain from conducting personal/academic matters during work (i.e. No internet or cell phone use or excessive socializing at any time),

- Meet all position expectations and perform all duties as indicated by the Student Ambassador Staff,
- Notify Student Ambassador Staff immediately of anticipated absences or tardiness as early in the workday as possible; confirm with the Student Ambassador Staff the preferred form(s) of communication for such notifications,
- Discuss any work-related issues with one of the Student Ambassador Staff members,
- Other duties as assigned.

**For the Fall 2021 application cycle we are looking for one Ambassador that will work 10 hours per week earning 100% tuition waiver, two Ambassadors that will work 5 hours per week earning a 50% tuition waiver, and one American Indian Ambassador willing to work 5 or 10 hours per week.**

### **Application Instructions**

You will need to complete the application on the following page. Please attach a separate piece of paper with the answers to your questions.

Please attach the following to your application:

- Class Schedule
- Two letters of Recommendation (Professional/Academic)
- Signed Student Ambassador Position Description
- Unofficial Transcripts
- Cover letter and resume

Please submit your applications to:

*Anna Ebert, Admissions Counselor  
Helena College  
1115 N. Roberts  
Helena, MT 59601*

*Or electronically at:*

[anna.ebert@helenacollege.edu](mailto:anna.ebert@helenacollege.edu)



## Student Ambassador Application

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

What is your cumulative GPA? \_\_\_\_\_ Number of college credits completed? \_\_\_\_\_

Please answer the following: (use a separate piece of paper, typed is preferred).

Please be yourself answering these questions. Recognize there are NO wrong answers. We just want to learn a little bit more about you and what makes you—You!

1. Write a statement describing what you will add to the Ambassador program, including, but not limited to: real life experiences, leadership experiences, connection to students, other activities, or trials of self-will that may apply.
2. Tell us why you want a leadership position at Helena College and how the experience will be of value to you.
3. What message would you bring to prospective students who are interested in visiting Helena College?
4. What does student success mean to you?
5. List the co-curricular activities, organizations, memberships, and clubs with which you have been involved or in which you are currently participating.
6. Describe the goals that you have set for yourself in the following areas:
  - a. Academics
  - b. Personal Growth and Development
  - c. Other

*By signing below, I certify that the information provided on this application is true and accurate.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date