

# Tri-County Technical College

## *Student Ambassador*

**2015-2016**

### **APPLICATION MATERIALS**

This packet includes the following materials:

- Tri-County Technical College Student Ambassadors Overview
- Tri-County Technical College Student Ambassadors Application
- Tri-County Technical College Student Ambassadors Recommendation Letter Form

Please return completed applications by  
1:00 p.m. on Friday, July 31, 2015 to:  
Student Life and Counseling Services  
Suite 155, Student Center, Pendleton Campus

# TRI-COUNTY TECHNICAL COLLEGE

## STUDENT AMBASSADOR

### OVERVIEW

OFFICE: Student Life and Counseling

SUPERVISORS: Croslena Johnson, Coordinator of Student Life and Counseling;  
Ashley Isreal, Student Development Generalist

### Purpose

The purpose of the Tri-County Technical College Student Ambassadors is to provide an unique community college experience where students will be inspired to discover and enhance their personal goals, leadership skills, values and potential. The team of enthusiastic, well-connected Student Ambassadors will then utilize these tools by serving and representing the college in various areas. The areas include: Admissions, Orientation, and Events on Campus.

### Goals and Objectives

To promote and foster within the student body an appreciation for, respect of, and an affinity with Tri-County Technical College; and to serve and represent the College through activities including, but not limited to:

#### Admissions Ambassadors:

- Provide campus tours
- Assist with recruitment events (on and off campus)
- Make follow-up calls to prospective students
- Recruit new ambassadors

#### Orientation Ambassadors:

- Assist with Orientations
- Guide and direct students on campus
- Assist students with eTC
- Make orientation packets
- Recruit new ambassadors

#### Event Ambassadors:

- Assist with specific community events: 5-K Runs, Golf Tournaments: Blue Grass Festival, Annual Report Luncheon
- Assist with student activities/events on campus
- Recruit new ambassadors

## Benefits

The benefits include, but are not limited to

- Receive **COMPENSATION**
- Receive apparel such as polo shirts
- Gain significant leadership experience
- Establish life-long friendships with fellow Ambassadors
- Practice and improve your communication and interpersonal skills
- Create strong connections with Tri-County Technical College staff, faculty, and administration while gaining references
- Build your resumé for all professional pursuits after graduation
- Have the most memorable and enjoyable experiences of your LIFE!

## Qualifications

To be eligible to serve as a Student Ambassador, students must

- \*Have a minimum 2.25 GPA after completing at least 12 credit hours through TCTC (a 2.5 GPA is preferred);
- Be enrolled full-time or PT (in both the fall and spring terms);
- Submit the Student Ambassadors application;
- Provide two recommendations; (at least one recommendation must be from a TCTC faculty member. The other recommendation can be from a TCTC faculty member, a TCTC staff member, or from another source.)
- Participate in an interview with the selection committee;
- Have reliable transportation to attend activities and events at multiple locations.
- MUST be able to attend the two day Training.
- *HAVE THE ABILITY TO BE FUN!*

## The Selection Process

To be considered for a position, complete the application and all additional noted attachments.

Applications are due by **Friday, JULY 31, 2015.** After an application is submitted, Student Life and Counseling Services will contact you to setup an interview.

*INTERVIEWS WILL BE HELD **Wednesday, August 5<sup>th</sup>-7<sup>th</sup> from 9am-12 noon***

*TRAINING WILL BE HELD **Week of August 10<sup>th</sup> (2 day training)***

# Student Ambassador Application

Name: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_ T#: \_\_\_\_\_

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## Academic Information:

What is your cumulative GPA? \_\_\_\_\_

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

Organizations that you belong to (include TCTC involvement, high school involvement and community involvement):

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## Past employment:

Please list your employment history. If you work/ed at Tri-County Technical College, please list this first.

Organization: \_\_\_\_\_

Supervisor name & phone number: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_

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Organization: \_\_\_\_\_

Supervisor name & phone number: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_

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Organization: \_\_\_\_\_

Supervisor name & phone number: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_

\_\_\_\_\_

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### Questions:

Why do you want to be an ambassador?

What characteristics do you have that make you a unique and beneficial addition to the Ambassadors Team?

What is one thing you would change about your first year attending Tri-County? Why?

What does being a student at TCTC mean to you?

Tell us something about yourself or your personality that hasn't come through in the application so far that has nothing to do with being an Ambassador.

### Shirt Sizes:

Select shirt size (Disclosure: This does not mean you are guaranteed a shirt. One must complete the entire application process and be selected).

\_\_\_\_\_ Small

\_\_\_\_\_ Medium

\_\_\_\_\_ Large

\_\_\_\_\_ Extra Large

\_\_\_\_\_ XXL Large

\_\_\_\_\_ XXXL Large

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### Selection of Ambassador Type:

Please rank your preference (*1 being the most preferred*)

\_\_\_\_\_ Admissions Ambassador

\_\_\_\_\_ Orientation Ambassador

\_\_\_\_\_ Events Ambassador

\*Detailed job descriptions for all three areas (Admissions, Orientation, and Events) can be found at this link:

[www.tctc/ambassadors/job/descriptions.com](http://www.tctc/ambassadors/job/descriptions.com)

Admission Ambassadors	Orientation Ambassadors	Events Ambassadors
<ul style="list-style-type: none"><li>• Campus Tours</li><li>• Assist with recruitment events (on or off campus)</li><li>• Follow-up calls to prospective students</li><li>• Recruit new ambassadors to the program</li></ul>	<ul style="list-style-type: none"><li>• Assist with orientation</li><li>• Guiding/Directing students on campus</li><li>• Providing assistance with eTC to new students</li><li>• Making packets</li><li>• Recruit new ambassadors to the program</li></ul>	<ul style="list-style-type: none"><li>• 5-K Runs</li><li>• Golf Tournaments</li><li>• College and Community Events</li><li>• Foundation Fund-Raiser</li><li>• Graduation Events</li><li>• Annual Report Luncheon</li><li>• Career Fair</li><li>• Ground Breaking Events</li><li>• Student Activities</li><li>• Guide Services</li><li>• Recruit new ambassadors to the program</li></ul>

## References:

Please list two references from TCTC faculty or professional staff members. Ask your references to complete the attached recommendation form and place in a sealed envelope for you to return. Must print two copies of the recommendation letter to be completed.

1. \_\_\_\_\_
2. \_\_\_\_\_



# Student Ambassador Recommendation Form

Student Name: \_\_\_\_\_

Recommender Name: \_\_\_\_\_

Recommender Phone Number and Email: \_\_\_\_\_

Student **MUST** submit this completed form in a sealed envelope by **July 31st** to Student Life and Counseling, Student Center suite 155.

**Recommender Instructions:** Please provide information in support of the above-named student, an applicant for the Tri-County Student Ambassadors. The purpose of the Tri-County Student Ambassadors is to foster the personal and professional development of students interested in acquiring leadership skills by serving and representing the College. The Student Ambassadors will assist with various student activities including: Campus Tours and/or open houses, Orientation, Student Activities and events on campus, Guide Service, and to assist with off-campus community-based events and activities.

Read each statement carefully. Circle the number which most clearly corresponds with your reaction based upon your personal observation of the candidate. If you have no basis for an evaluation, please circle the number 0. Please be candid and honest with your evaluation.

In my opinion, this applicant:	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Seems to be a mature person.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Seems willing to assume responsibility.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Is receptive to different points of view.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Works well with limited supervision.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Has an awareness of what is happening at the College.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Is involved in campus activities and/or organizations.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Projects a positive attitude towards the College.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Is friendly and outgoing.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5

Displays a pleasant personality.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Expresses thoughts and ideas clearly in front of groups.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Is a good listener.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Demonstrates persistence in the completion of tasks.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Has a sense of humor that is appropriate in a professional setting.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Has a strong work ethic.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5
Adheres to deadlines.	No Opinion 0	Poor 1	Fair 2	Average 3	Good 4	Excellent 5

In addition, please answer the following questions:

1. My contact with this candidate has been: limited \_\_\_\_\_ average \_\_\_\_\_ extensive \_\_\_\_\_
2. This candidate is someone I would want to work with (please explain below): yes \_\_\_\_\_ no \_\_\_\_\_
3. List at least two personal characteristics that this candidate possesses that would be beneficial to the Student Ambassador team.
4. List any personal characteristics that might deter this candidate from being successful as a Student Ambassador.

5. \_\_\_\_\_ This candidate is worthy of maximum consideration.

\_\_\_\_\_ I recommend this candidate without reservation.

\_\_\_\_\_ I recommend this candidate with reservation.

\_\_\_\_\_ I do not recommend this candidate.

6. ADDITIONAL COMMENTS: (extremely important to us in the final evaluation of the candidate)

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Recommender's Name and Title (print or type)

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Date

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Signature

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Phone Number

# Tri-County Technical College

## *Student Ambassador*

**2015-2016  
APPLICATION**

**Thank you for your interest in the Tri-County  
Student Ambassadors!**

**Please return your completed application materials  
by  
1:00 p.m. on Friday, July 31, 2015 to:  
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Suite Center 155, Student Center, Pendleton Campus**