



## Enrollment Services Ambassador Application 2019 – 2020

North Idaho College created the Ambassador program to enhance the student experience and build meaningful relationships with students, staff and faculty, visitors, community members, and other Ambassadors. Through this program, Ambassadors gain valuable career skills and develop strong relationship skills while furthering the mission and programs of the college.

Students will submit an application and rank their preference to work for one of the following offices: Admissions/Registrar's, Advising Services, Cardinal Central, Financial Aid, or Recruitment. Applicants will be selected for an interview and the hiring committee will select the primary office location.

▪ **Applicant Eligibility Requirements:**

- Currently attending NIC as a degree-seeking student.
- Currently in good academic standing with a minimum 2.0 cumulative GPA and meeting Satisfactory Academic Progress (SAP) standards.
- Submit completed *Application*, a *Letter of Interest*, and a *Reference Letter* by deadline.

▪ **Duties and Responsibilities:**

- Be available for all required tours, orientations, trainings, and meetings.
- Help the recruitment staff with preparing for events.
- Make phone calls, assist students with general questions, data entry, scanning, and faxing.
- Assist students with completing the FAFSA.
- Maintain office hours during the summer (optional), fall, and spring.

▪ **Requirements to Maintain Participation:**

- Maintain full-time student status (12 or more credits) during the duration of the program.
- Have and maintain a minimum a 2.0 cumulative GPA and 66.67% completion rate.
- Complete approximately 300 total hours: summer 2019 (optional), fall 2019 (150) and spring 2020 (150) semester.
- Be knowledgeable of NIC's mission, programs, services and activities.
- Maintain professional standards while representing North Idaho College.

▪ **Benefits to Students:**

- Receive Cardinal Grant at the in-district rate tuition and fees equivalent to 12 credit hours (fall and spring semester).
- Cultivate leadership skills and strengthen public speaking skills.
- Improve and develop office skills.
- Network with NIC employees, students, and community members.

**APPLICATIONS ARE DUE TO CARDINAL CENTRAL (LKH 116) BY 5:00 P.M. THURSDAY, MAY 16<sup>th</sup>.**  
**INTERVIEWS WILL BE HELD THE WEEK OF MAY 20<sup>th</sup>.**

**FOR QUESTIONS, CONTACT CARDINAL CENTRAL,  
NIC'S ONE STOP FOR ALL ENROLLMENT SERVICES: (208) 769-3311**

Enrollment Services Ambassador Application



North Idaho College

2019 - 2020

## I. General Information

Student ID #: \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ Program of Study \_\_\_\_\_

First semester at NIC \_\_\_\_\_ Estimated Graduation Date \_\_\_\_\_

Ambassadors must have a minimum 2.0 cumulative GPA. Do you qualify?  Yes  No

## II. Reference Letter for Enrollment Services Ambassador Application

Please submit one "Reference Letter for Enrollment Services Ambassador Application." Someone who has worked with you on a professional level that knows your work ethic, educational aspirations, and has worked with you in the last educational year should complete this form. Acceptable references include NIC faculty or staff, current or former employer, club advisor, church group leader, high school teacher, etc.

## III. Application Agreement

I have read, and understand, the attached responsibilities of the Enrollment Services Ambassador Program. I give permission to the selection committee to check my academic performance, disciplinary standing, and financial aid eligibility. I acknowledge that failure to comply with the duties and responsibilities of the program may result in my dismissal from the program and require repayment of the Cardinal Grant.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit your completed application to Cardinal Central in Lee-Kildow Hall, Room 116.**

**APPLICATION DEADLINE: Thursday, May 16<sup>th</sup>, 2019**



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**IV. Letter of Interest**

**Attach a typed letter answering the following questions to include with your application. Please limit your answers to 200 words or less.**

1. Why are you interested in being an Ambassador?
2. What qualities about yourself make you a good candidate?
3. What single piece of advice would you give an incoming student at NIC, and why?
4. Provide an example of when you had a positive influence on another student.
5. Discuss any activities and/or jobs you have held in the last few years that might relate to this position.
6. What other activities, positions, employment, or commitments do you already have planned for this summer and next academic year? If any, what is the time commitment involved?

**V. Enrollment Services Office Selection (Please rank your office preferences from 1 to 5)**

Admissions/Registrar's Office

Advising Services

Cardinal Central

Financial Aid Office

Recruitment

Do not have a preference



North Idaho College

Reference Letter for Enrollment Services Ambassador Application

\_\_\_\_\_ is applying for the position of Enrollment Services Ambassador. Enrollment Services Ambassadors provide prospective/current students with a North Idaho College Student perspective by providing tours, assist with daily office activities and projects, and act as representatives of NIC to help create a sense of community among students, employees and visitors. We appreciate your assistance in helping us evaluate this applicant.

How long have you known the candidate? \_\_\_\_\_

Under what circumstances do you know the candidate?

\_\_\_\_\_  
\_\_\_\_\_

Considering other college students you know, please rate this candidate:

5 = Excellent 4 = Good 3 = Fair 2 = Poor 1 = Don't Know

- 5 4 3 2 1 Leadership: The ability to inspire others, to coordinate and lead activities, and to facilitate group interaction.
- 5 4 3 2 1 Organization: The ability to prioritize tasks and manage time.
- 5 4 3 2 1 Temperament: The ability to maintain a positive outlook and realistic perspective, general disposition, and emotional control.
- 5 4 3 2 1 Interpersonal Relationships: Attitude and ability to work with others with sincerity, flexibility, and cooperation.
- 5 4 3 2 1 Responsibility: The degree to which the applicant is dependable, prompt, accurate, and complete.
- 5 4 3 2 1 Communication: The ability to grasp ideas, to read, speak and write Effectively, and to listen to others.
- 5 4 3 2 1 Maturity: Common sense, self-awareness, judgment, integrity, and the ability to deal with a wide range of personalities.

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_