



Enrollment Services Ambassador Application 2023 – 2024

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 2.5 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 may include:**

- Support student events including First Year Experience
- Assist staff with office projects including document imaging
- Assist with graduation and commencement activities
- Provide campus tours

- **Requirements to Maintain Participation:**

- Maintain part-time (6 or more credits) or full-time student status (12 or more credits) during the duration of the program.
- Remain in good academic standing with a minimum 2.5 cumulative GPA and meet Satisfactory Academic Progress (SAP) standards.
- Complete approximately 220 total office hours: summer 2023 (optional), fall 2023 (110 hours) and spring 2024 (110 hours) 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 tuition and general fees rate equivalent to 6 – 12 credit hours (fall and spring semester) based on student's agreement.
- Cultivate leadership skills and strengthen public speaking skills.
- Improve and develop office skills.
- Network with NIC employees, students, and community members.

APPLICATIONS ARE DUE AS SOON AS POSSIBLE TO
CARDINAL CENTRAL (cardinalcentral@nic.edu)
INTERVIEWS WILL BE HELD ON A ROLLING BASIS.

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



Enrollment Services Ambassador Application
2023 – 2024

GENERAL INFORMATION

Student ID #: _____

Name _____ Phone (____) _____ - _____

Email _____ Program of Study _____

First semester at NIC _____ Estimated Graduation Date _____

Ambassadors must have a minimum 2.5 cumulative GPA. Do you qualify?

YES

NO

REFERENCE LETTER FOR ENROLLMENT SERVICES AMBASSADOR APPLICATION

Please submit one (1) "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.

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 (cardinalcentral@nic.edu).

APPLICATION DEADLINE: Accepting until filled



North Idaho College

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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?

ENROLLMENT SERVICES OFFICE SELECTION

(Please rank your office preference from 1 to 6 with 1 as the most preferred location)

- Admissions - Duties include assisting with projects (graduation, orientation, etc.), data entry, scanning documents
- Advising Services – Duties include first point of contact, communicating with students by answering questions and scheduling appointments, data entry, generating reports
- Cardinal Central – Duties include check-in of students and community members needing assistance, logging and tracking in-person assists, mail pick-up and disbursement, sanitizing lobby and desk areas
- Financial Aid Office – Duties include providing the highest level of customer service, assisting students by answering general questions by phone and/or email, participating in leadership development activities, assisting with campus events during fall, spring, and summer, creating and maintaining spreadsheets, scanning documents
- Recruitment - Duties include individual and group campus tours, supporting campus events, calling prospective students, data entry
- Registrar’s Office - Duties include assisting with projects (graduation, orientation, etc.), data entry, scanning documents

APPLICATION DEADLINE: Accepting until filled



North Idaho College

REFERENCE LETTER FOR ENROLLMENT SERVICES AMBASSADOR APPLICATION

_____ is applying for the position of Enrollment Services' Ambassador. Enrollment Services' Ambassadors provide prospective and current students with a North Idaho College student perspective by providing tours, assisting with daily office activities and projects, and acting as representatives of NIC to help foster 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:** The ability to maintain a positive attitude and 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 _____

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