

## Student Ambassador Application Guidelines

### Purpose

Congratulations on taking the first step toward becoming an SJSU Student Ambassador! Student Ambassadors serve as the first point of contact to thousands of university visitors each year. The goal of the Student Ambassador Program is to educate prospective students, families, school groups and the general public on the programs, resources and student life at San Jose State University through leading campus tours and various campus events such as Student Receptions, Fall Academic Open Houses, University Recruitment Events and much more.

### Requirements

- Minimum 2.5 overall GPA.
- Must have completed at least one semester at SJSU at the time of appointment.
- Must have at least one year remaining before graduation.

### Expectations

- Provide daily campus tours.
- Assist with recruitment activities on and off campus (i.e. Spring Admitted Spartan Day and Fall Open Houses).
- Attend ambassador team meetings every month.
- Attend all weekly training sessions for newly selected Student Ambassadors.
- Staff the Welcome Center.

**Note:** *Campus tours will not be offered during holidays.*

### Recruitment Cycle

Priority Applications will be accepted until **February 29, 2008**. Interviews will be scheduled on a rolling basis as applications are received.

### Training

Upon successful completion of the training sessions, trainees will be given the task of conducting a mock campus tour and answering general questions about the university as a final exam to demonstrate preparedness for employment. Tests will be based on information covered in training sessions.

### Appointments

Ambassador appointments will be for one academic year. These students will be given priority during the next recruitment cycle. Ambassadors are required to work throughout the Fall and Spring Semesters and during the Summer.

### Compensation

Ambassador will be paid an hourly salary of \$10/ hour.

### Application Details

1. Please submit the Reference Form to the Welcome Center in the lobby of the Dr. Martin Luther King Jr., Library. References must include campus faculty or staff, organization advisor/president, Resident Advisor, or employer. **The reference portion is a requirement and is NOT OPTIONAL.**
2. Please limit responses to the space provided on the application.

SJSU Student Ambassador  
**APPLICATION**

Please submit all applications by **Friday, February 29, 2008** for Priority Consideration.

Name \_\_\_\_\_ Email Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Year in School \_\_\_\_\_  
Mailing Address \_\_\_\_\_

**Please check that you meet the following criteria:**

- ⊕ I am a currently enrolled student.
  - ⊕ I have a GPA of 2.5 or higher. GPA \_\_\_\_\_
  - ⊕ I have completed at least one semester at SJSU.
- Expected Graduation Date: \_\_\_\_\_  
Are you a federal work-study recipient this year? \_\_\_ Yes \_\_\_ No

**Indicate languages spoken, other than English.**

\_\_\_\_\_

**Describe an experience that you feel has given you the skills to perform the duties of a Student Ambassador.**

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

**What extracurricular activities and/or leadership roles have you held or participated in on/off campus? Please list all Student Organizations you have served in at SJSU.**

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

**How would your professors describe you?**

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

**Please provide dates/times that you are available to interview for this position.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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**Please list your availability this semester for training.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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**I attest that the above statements are accurate to the best of my knowledge.**

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