



Student Ambassador Duties

Eligibility Requirements:

- Maintain a 2.5 GPA
- Enrolled Full-Time (At least 12 credit hours)

Specific Admissions Office Duties:

- Give daily campus tours- *Primary Duty*
- Answer phone as well as assist recruiters in making phone calls to prospective students
- Be available to answer general questions about Crowder College for other students and visitors
- Staff office as needed during the week
- Various clerical work (i.e. data entry, filing, building information packets, etc.)
- Assist with taking student ID pictures
- Update and maintain bulletin boards
- Keep work areas clean
- Other duties as assigned

General Duties:

- Work 10 scheduled hours per week (160 total hours) for a full scholarship and 5 hours per week (80 total hours) for a half scholarship
- Serve as host/hostess at campus events
- Assist with recruitment of new students
- Participate in community and charity events
- Act as a model of the ideal Crowder student
- Dress professional and appropriate
- Use appropriate and educated language
- Report to work on time
- Work consistently (Stay Busy)
- Treat other Crowder employees with respect

Scholarship Received:

- \$800 toward tuition, fees, and/or books for full scholarship, 10 hours per week, 160 hours total
- \$400 toward tuition, fees, and/or books for half scholarship, 5 hours per week, 80 hours total



Student Ambassador Scholarship Application

Name: _____

Student ID: _____

Phone Number: _____

Can I text you? : Yes No

Email Address: _____

HS Graduation Date: _____

What major are you pursuing at Crowder? _____

Is this your first semester attending Crowder? Yes No*

*If you answered no, when is your expected Crowder graduation date: _____

College GPA if applicable, if not, HS GPA: _____

Work History: Provide us with information on your last 2 employers (if applicable)

Place of Employment: _____

Title You Held: _____

Dates of Employment: _____

Responsibilities: _____

Place of Employment: _____

Title You Held: _____

Dates of Employment: _____

Responsibilities: _____

Organizational Involvement

Please list your activities and include honors received, offices held and athletic participation during the past three years. You may include campus activities, community service, hobbies and interests. Use a separate sheet if necessary.

The SA position does requires a time commitment of 5 or 10 hours per week. Please list all the activities and/or jobs that you will be involved in during the Fall 2016 semester.

References: Please provide information for two professional references (References can be a faculty or school staff member, individual from your community, previous/current employer or an individual you have worked with)

Name: _____

Job Title: _____

Phone Number: _____

Email: _____

Name: _____

Job Title: _____

Phone Number: _____

Email: _____

Personal Statement (Answer on a separate sheet of paper, type is preferred)

Please give a brief statement (500 words or less) about yourself and why you would like to become a Student Ambassador. Please include what particular talents and/or experiences you can bring to the SA position.

Statement of Understanding

I understand that all documents relative to this application for employment are confidential. I wish to submit this application for employment for the position of Crowder College Student Ambassador. I am aware of the responsibilities of this position as specified on the Student Ambassador position description. I fully intend to fulfill each one to the best of my ability if I am offered and accept a position. I understand I must re-apply for this position each year and will attend trainings as necessary. I possess the minimum qualifications required for this position as specified on this form and all information I have provided herein is accurate. I understand that my signature below authorizes the Admissions Office to verify grade information. Furthermore, I give permission for my name and/or photo to be used in any type of public relations efforts on behalf of the College.

Signature: _____ Date: _____

Return Application to the appropriate campus administrative office titled:

“ATTN: Student Ambassador Application”

NEOSHO: Crowder College-Admissions Office, Student Services, Arnold Farber Building

Questions?

417-455-5479 or KristiChapman@Crowder.edu