

## STUDENT AMBASSADOR PROGRAM

The University of the District of Columbia (UDC) Student Ambassador Program is a great opportunity for undergraduate students to represent UDC programs to internal and external constituents. Student Ambassadors serve to set the tone for prospective students and their families. They guide, direct, inform, and teach prospective students what to expect from campus life. In addition, Student Ambassadors serve as special event assistants representing the student and broader communities. Concerts, grand openings, alumni events, new student orientation, conferences, hosting campus VIPs, etc. constitute examples of special events in which the student ambassadors should engage. Student Ambassador will be the face of the program and act as student liaison with the various communities that UDC serves both on and off-campus.

The mission of the Student Ambassador Program is to share the UDC experience with prospective students, their families, and community members. Our objective is to practice UDC purpose and values while addressing questions and concerns. As proud Firebirds, we will encourage higher education as an opportunity for all people and strive to strengthen the relationships among faculty, staff, students, and the community. Student Ambassadors, selected for their demonstration of leadership, campus involvement, academic achievement, and UDC pride, strive to convey the value of a life-long relationship between the University and all of our stakeholders on campus.

### STUDENT AMBASSADOR ROLES

Ambassadors have a pulse on how students want to have fun while on campus. They organize events that allow the campus community to come together in various ways. Prospective students gain invaluable insight from student ambassadors, which will help them understand what it is to be a college student today.

*Ambassadors engage in activities that:*

- communicate the mission and culture of the University;
- strengthen our traditions;
- promote UDC pride; and
- encourage lifelong involvement with the University.

*Ambassador Activities include but not limited to:*

- Community Service Engagement
- Lunch Dialogue Roundtable Discussions / Session
- Speaker Series Colloquium
- Student Ambassador Annual Retreat

*Alumni and Student Affairs Events include but not limited to:*

- Serve as host for University and Student Affairs events promoting the Alumni Association
- Have a representative on the Alumni Council providing UDC student updates
- Attend Board of Trustees meetings, UDC Foundation luncheons, and other board meetings.
- Communicate by newsletter and personal contact to the Alumni Ambassadors
- Host alumni events, providing a positive link between alumni and students

*University Admissions include but not limited to:*

- Ambassadors guide campus tours as needed. As tour guides, student ambassadors, provide visitors with facts and history about the University as well as a realistic perspective of the UDC experience to include an overview of campus facilities, programs, and campus climate.
- Ambassadors join Recruitment Specialists in representing the University at college fairs, school visits, and community events
- Provide University information to visitors at University events and programs (Open House, Convocation, Founder's Day and similar events).
- Participate and engage with students who are in the Honors program, serve as Presidential Scholars and/or affiliated with similar academic excellence programs.
- Promote UDC's tradition of excellence.

**ELIGIBILITY REQUIREMENTS:**

Membership includes a minimum of 20 students per academic year. To be eligible to apply for membership, interested students must be enrolled full-time in a two-year, four-year, graduate or professional degree at the University, hold a minimum 3.0 GPA AND meet the respective criteria below:

Undergraduate Two Year and Four Year	Currently enrolled full-time in at least 12 credit hours of undergraduate coursework, having earned at least 12 credits at the University of the District of Columbia.
Graduate	Currently enrolled full-time in at least nine (9) credit hours of graduate coursework, having earned twelve (12) graduate credits at the University of the District of Columbia.
Law School	Currently enrolled in at least ten (10) credit hours of coursework at the UDC Law School, having completed the first semester of law school at the University of the District of Columbia.

Applicants selected must commit a minimum of four academic terms to the Student Ambassador Program and commit to at least three events that include weekends and weeknights, on and off campus. Students must submit an application with two (2) recommendation forms from a campus faculty member and University representative. Interviews will be conducted as part of the selection process. Selected participants must be willing to represent all campuses. Applicants must demonstrate the following criteria:

- Active campus involvement
- Leadership experience (on or off campus)
- Availability and ability to participate in ongoing trainings/meetings/events
- UDC pride and awareness
- Above average oral communication and presentation skills
- Satisfactory knowledge of University facts and history (Training Materials)

### **STUDENT BENEFITS AND REWARDS**

The benefits and rewards of being selected for the Student Ambassador program are immeasurable. Ambassadors gain a greater understanding of The University of the District of Columbia while sharpening communication and public speaking skills. Benefits include opportunities to meet, interact and network with other students, faculty, administrators and prominent community members.

### **INCENTIVES**

Participation should be viewed as an honor; other incentives include the following:

- *The Ambassador Kit* (i.e.: blazer, Student Ambassador shirt, name badge, portfolio, etc.)
- Recognition at University convocation and/or college specific ceremonies
- Book voucher

### **MAINTAINING GOOD STANDING AS A STUDENT AMBASSADOR**

To verify good standing status, Student Ambassadors are required to:

- Participate in and submit proof of a minimum of 20 verifiable service hours per semester excluding summers
- Submit and adhere to contract and schedule of availability
- No more than one missed appointment per term
- Attend training sessions as scheduled
- Maintain a minimum 3.0 GPA
- Enrollment full-time
- Maintain financial and judicial standing

**STUDENT AMBASSADOR PROGRAM APPLICATION**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **STUDENT ID NUMBER:** \_\_\_\_\_

**MAJOR:** \_\_\_\_\_ **CUMULATIVE GPA:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**In how many credit hours are you currently enrolled this semester?** \_\_\_\_\_

**Please list previous involvement and/or leadership positions in clubs, activities, programs, etc.**

**Leadership Opportunity**

---

---

---

**Club, Activity, Program, etc.**

---

---

---

**Please provide a synopsis of why you are interested in the Student Ambassador Program and what you can contribute to the campus as a Student Ambassador.** (Please attach a one - two page typed response to this application package.)

**How would you describe the campus where you are enrolled in your own words? What are its greatest attributes and most pressing challenges?** (Please attach a one - two page typed response to this application package.)

**Applicant Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit two (2) recommendation forms from a campus faculty and/or staff member.  
Completed applications should be paper clipped, placed inside a manila folder and labeled with your name.  
Turn in completed applications to: Office of Student Life and Services Building 38, A-10.



STUDENT AMBASSADORS

**UNIVERSITY OF THE DISTRICT OF COLUMBIA  
OFFICE OF STUDENT LIFE AND SERVICES  
CONFIDENTIAL RECOMMENDATION FORM**

**Name of Student:** \_\_\_\_\_  
**Last First Middle Initial**

This form is used to partially determine the qualifications and suitability of the applicant to hold the indicated role/position. A prompt and thorough response is appreciated. To assess this student fairly, we ask that you complete this recommendation as objectively as possible. Thank you for your help and cooperation.

Please rate the student in the categories listed below using the following key:

**4 = Outstanding      3 = Excellent      2 = Average      1 = Below Average      X = Not Observed**

- |   |  |
|---|--|
| <input type="checkbox"/> Academic Performance           | <input type="checkbox"/> Demonstrates Leadership Skill |
| <input type="checkbox"/> Self Discipline/Responsibility | <input type="checkbox"/> Dependability                 |
| <input type="checkbox"/> Intellectual Ability           | <input type="checkbox"/> Quality of Verbal Expression  |
| <input type="checkbox"/> Initiative/Effort              | <input type="checkbox"/> Individual/Independent Work   |
| <input type="checkbox"/> Problem Solving Skills         | <input type="checkbox"/> Completes Assignments on Time |
| <input type="checkbox"/> Quality of Written Expression  | <input type="checkbox"/> Work Habits/Time Management   |
| <input type="checkbox"/> Behavior/Self Control          | <input type="checkbox"/> Creativity/Resourcefulness    |
| <input type="checkbox"/> Works Well with Others         |  |

In what capacity have you known the applicant? (Faculty, Staff, etc.)

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

Please describe this student's skills, abilities, experiences, characteristics and any additional qualities you have observed which would translate into strengths if selected. (Please attach a separate sheet to application package.)

**Evaluator Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Title:** \_\_\_\_\_



STUDENT AMBASSADORS

**UNIVERSITY OF THE DISTRICT OF COLUMBIA  
OFFICE OF STUDENT LIFE AND SERVICES  
CONFIDENTIAL RECOMMENDATION FORM**

**Name of Student:** \_\_\_\_\_  
**Last** **First** **Middle Initial**

This form is used to partially determine the qualifications and suitability of the applicant to hold the indicated role/position. A prompt and thorough response is appreciated. To assess this student fairly, we ask that you complete this recommendation as objectively as possible. Thank you for your help and cooperation.

Please rate the student in the categories listed below using the following key:

**4 = Outstanding      3 = Excellent      2 = Average      1 = Below Average      X = Not Observed**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| ___ Academic Performance           | ___ Demonstrates Leadership Skill |
| ___ Self Discipline/Responsibility | ___ Dependability                 |
| ___ Intellectual Ability           | ___ Quality of Verbal Expression  |
| ___ Initiative/Effort              | ___ Individual/Independent Work   |
| ___ Problem Solving Skills         | ___ Completes Assignments on Time |
| ___ Quality of Written Expression  | ___ Work Habits/Time Management   |
| ___ Behavior/Self Control          | ___ Creativity/Resourcefulness    |
| ___ Works Well with Others         |                                   |

In what capacity have you known the applicant? (Faculty, Staff, etc.)

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

Please describe this student's skills, abilities, experiences, characteristics and any additional qualities you have observed which would translate into strengths if selected. (Please attach a separate sheet to application package.)

**Evaluator Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Title:** \_\_\_\_\_