

# BECOME AN AMBASSADOR.



## Admissions Ambassador Application 2017-2018 Academic Year

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Thank you for your interest in becoming an Admissions Ambassador at Rowan University. Our student tour guides play a crucial role in the recruitment of future Rowan University students. Being a campus tour guide is more than just giving tours - Admissions Ambassadors are the face of Rowan University. The impression that a tour guide makes on a prospective student and their families may be one of the most influential and strongest memories that the student has of Rowan, and campus tours are a key element that students use when determining where they will attend college. Tour guides can help prospective students learn about our campus, understand the admission process, and see themselves as future Rowan students.

Admissions Ambassadors are campus leaders at Rowan, and this job is one of the most important jobs a Rowan student can have. Admissions Ambassadors have an impact on the future of the university by connecting with thousands of prospective students and families every single year. Admissions Ambassadors also help ensure that the Admissions Office runs smoothly and effectively.

### Responsibilities:

- Provide campus tours for prospective students, families, and school groups
- Participate in mandatory Open Houses, Accepted Student Receptions, and any other major Admission events
- Attend mandatory training each August before the start of the academic year
- Attend all Admission Ambassador meetings on select Fridays at 2:00 pm
- Assist with office duties such as filing, answering phones, and opening the mail and data entry
- Possess knowledge about Rowan University overall, and be able to answer questions regarding the Admissions process for both undergraduate and transfer students
- Always positively represent yourself and the university

### Qualifications:

- Full time, undergraduate student in good academic and university standing with a minimum 2.5 GPA
- Have a love for Rowan University and an enthusiasm to share that with others
- Feel comfortable talking to diverse groups of people from various backgrounds
- Ability to speak to small, medium, and large size groups
- Have a positive outlook and sense of humor
- Strong organizational skills
- Be polite and courteous
- Effective time management skills and reliability

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## 2017-2018 Academic Year



The Admissions Ambassador application is due **Friday, March 3rd, 2017 at 3:00 PM.**

Please hand-deliver the completed application to the **Admissions Office, located on the second floor of Savitz Hall** any time between 9 am - 4 pm, Monday through Friday. Applications should be written neatly or typed.

Students will be invited to an interview based on their application. For any additional questions, please contact the Admissions Ambassador Coordinators at [rowancoordinators@gmail.com](mailto:rowancoordinators@gmail.com)

General Information		
Name:		
Date:	Banner ID #:	
Email Address:		
Preferred Phone #:		
Hometown:	State:	
I am a/an: <input type="checkbox"/> On-Campus Resident <input type="checkbox"/> Off-Campus Resident <input type="checkbox"/> Commuter		
Current Address:		
City:	State:	Zip Code:

Academic Information		
I am a student in:		
<input type="checkbox"/> Rohrer College of Business <input type="checkbox"/> College of Communications and Creative Arts <input type="checkbox"/> College of Education <input type="checkbox"/> College of Engineering <input type="checkbox"/> College of Humanities and Social Sciences <input type="checkbox"/> College of Performing Arts <input type="checkbox"/> College of Science and Mathematics <input type="checkbox"/> School of Biomedical Sciences <input type="checkbox"/> School of Health Professions <input type="checkbox"/> School of Earth and Environment		Current Academic Year: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
Major:	Minor:	Concentration:
Anticipated Graduation Date:		Cumulative GPA:
Are you a transfer student: <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES, please list other institutions attended:		

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## 2017-2018 Academic Year



### Extracurricular Involvement

Please list any clubs/organizations, volunteer work, or athletics you are involved in:

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Please list any on or off-campus employment, employer, and average hours worked per week:

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### Public Speaking Experience

Have you taken Rowan University's required Public Speaking course:       YES       NO

If YES, please indicate when you took the class: \_\_\_\_\_

If NO, please indicate when you will be taking the class: \_\_\_\_\_

Are you comfortable speaking in front of:

Small Groups (up to 20 people)     Medium Groups (20 - 50 people)     Large Groups (50+ people)

Please list any previous public speaking experience:

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# Admissions Ambassador Application

## 2017-2018 Academic Year



### References

Please list the names of two professional references:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Additional Questions

Please answer each question on a typed sheet and attach it to your application.

1. Why are you interested in becoming an Admissions Ambassador?
2. How has your time so far at Rowan University impacted who you are today?
3. Explain a time when you demonstrated leadership skills. What did you take away from this situation?

How did you find out about the Admission Ambassador position?

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|--|--|
| <input type="checkbox"/> Rowan Announcer | <input type="checkbox"/> Interest Meeting  |
| <input type="checkbox"/> Flyers          | <input type="checkbox"/> Recruitment Table |
| <input type="checkbox"/> Word-of-mouth   | <input type="checkbox"/> Other: _____      |

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## 2017-2018 Academic Year



Group interviews will be conducted from **March 6th until March 24th**. A group interview is **not** guaranteed! We will contact you on, or by, March 7th to confirm if you have been selected for a group interview. Selections will be based on the application.

Below is the complete list of dates and times that we are scheduling group interviews. Please select the dates and times that you would be available for your group interview.

Please check **ALL** that apply. Days/times will be filled on a first-come, first-serve basis. We will notify you of your date and time.

- Monday, March 6th 9:00 am - 10:00 am
- Monday, March 6th 12:00 pm - 1:00 pm
- Monday, March 6th 2:00 pm - 3:00 pm
- Tuesday, March 7th 2:00 pm - 3:00 pm
- Wednesday, March 8th 2:00 pm - 3:00 pm
- Thursday, March 9th 11:30 am - 12:30 pm
- Friday, March 10th 12:00 pm - 1:00 pm
- Friday, March 10th 2:00 pm - 3:00 pm
- Monday, March 20th 11:30 am - 12:30 pm
- Tuesday, March 21st 9:00 am - 10:00 am
- Tuesday, March 21st 1:00 pm - 2:00 pm
- Wednesday, March 22nd 2:00 pm - 3:00 pm
- Thursday, March 23rd 2:00 pm - 3:00 pm
- Friday, March 24th 12:00 pm - 1:00 pm
- Friday, March 24th 2:00 pm - 3:00 pm

Interview tips: We are looking for friendly, charismatic and responsible students to positively represent the Admissions Office as well as the University as a whole. Speaking loudly, clearly and energetically will distinguish you as a promising candidate. Please dress business casual for group and individual interviews.