Admissions Ambassador Application
2016 - 2017

The Admissions Ambassador Program was created to provide prospective students with a North Idaho College Student perspective, assist the NIC Admissions Office with enrollment activities, and act as representatives of NIC to help create a sense of community among students, employees and visitors while furthering the mission and programs of the college.

- **Eligibility to Apply:**
  - Currently attending NIC as a degree seeking student
  - Able to attend a group tour by the end of Spring Semester (availability varies)
  - Take an individual campus tour between April – May
  - Complete Application, two (2) Character References, and Letter of Intent by deadline

- **Requirements to Maintain Participation:**
  - Remain in good academic standing (2.0 cumulative g.p.a. / full time status – 12+ credits)
  - Be knowledgeable of NIC, its programs and activities
  - Attend all required meeting and training sessions
  - Maintain professional standards when representing North Idaho College

- **Duties and Responsibilities:**
  - **Summer:**
    - Provide campus tours: 30 hours minimum (May – August)
    - Participate in trainings (Dates TBD)
  - **Fall and Spring:**
    - Participate in Training Sessions
    - Maintain office hours: approx. 7 hours per week (Week 1 – 15 of each semester)
    - Provide campus tours and assist with Admissions related events
    - Perform other office duties: i.e., filing, mailings, phone calls, emails, etc.

- **Benefits to Students:**
  - Improve leadership, develop group dynamic, and public speaking skills
  - Network with faculty, students, administration, and community members
  - Grant in Aid (district rate waiver of tuition and fees)

APPLICATIONS ARE DUE TO THE ADMISSIONS OFFICE (LKH 105) BY 5 P.M. Tuesday, March 15, 2016. IF SELECTED FOR AN INTERVIEW, YOU WILL BE CONTACTED BY FRIDAY, March 18, 2016.

Please Note: We encourage applicants who are interested in both being an Ambassador and an OARS leader to choose only one. We often recommend strong applicants for OARS leaders if we have more excellent applicants than positions to fill.

PLEASE CONTACT US WITH QUESTIONS:
Jeff Davis at (208) 769-3386, or Jessica DeWitt at (208) 676-7150
I. General Information

Name___________________________________________ Phone _______________________
Current Address ________________________________ City/State/Zip _______________________
Email Address __________________________________ Major ____________________________
Term entered NIC _________________________ Estimated Graduation Term _______________
High School attended/City _________________________________________________________

NIC Ambassadors are required to maintain good academic standing, what is your cumulative g.p.a? ___

Please list the NIC or off campus activities in which you are currently involved. ________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

II. Character Reference

Please submit two (2) “Reference for Admissions Ambassador Applications” from an NIC faculty or staff member. Non-NIC references will not be considered. (Form included)

I have read and understand the attached responsibilities of the Ambassador program. I further understand that I may not schedule any other employment or attend classes during the scheduled training. I give my permission to check my academic, disciplinary standing, and financial aid eligibility. I acknowledge that failure to comply with these duties and responsibilities set forth will result in being dismissed from the program and potential repayment of Grant-in-Aid.

___________________________________________  ______________________________
(Signature)  (Date)
III. Letter of Intent
You may attach one additional page if needed to answer the following questions.
Please keep each answer to 200 words or less.

1. What interests you about being an Admissions Ambassador?

2. Identify two (2) of your strengths and two (2) of your weaknesses. Describe how they will contribute to your work as an Ambassador.

3. What single piece of advice would you give to an incoming student at NIC?

4. Please give three reasons why a student should choose NIC over another school.

5. Please describe any leadership position(s) you have held.

6. Please describe your computer, social networking, and office experience.
Reference for Admissions Ambassador Application

______________________________ is applying for the position of Admissions Ambassador. Your assistance in helping us evaluate him/her will be greatly appreciated. Admissions Ambassadors provide prospective students with a North Idaho College Student perspective, assist the NIC Admissions Office with recruitment activities, and act as representatives of NIC to help create a sense of community among students, employees and visitors.

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:

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<th>5 = Excellent</th>
<th>4 = Good</th>
<th>3 = Fair</th>
<th>2 = Poor</th>
<th>1 = Don’t Know</th>
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**Leadership:** The ability to inspire others; to coordinate and lead activities; to facilitate group interaction.

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**Organization:** The ability to prioritize tasks and manage time.

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**Temperament:** The ability to maintain a positive outlook and realistic perspective, general disposition, and emotional control.

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**Interpersonal Relationships:** Attitude and ability to work with others with sincerity, flexibility, and cooperation.

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**Responsibility:** The degree to which the applicant is dependable, prompt, accurate and complete.

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**Communication:** The ability to grasp ideas; to read, speak and write effectively; and to listen to others.

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**Maturity:** Common sense; self-awareness; judgment; integrity; and ability to deal with a wide range of personalities.

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**Additional Comments:**

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Name _____________________________________________ Title ____________________

Signature ____________________________ Date __________________________
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Additional Comments:

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______________________________________________________________________________

______________________________________________________________________________

Name ________________________________ Title ________________________________
Signature ________________________________ Date ________________________________