



## Enrollment Services Ambassador Application 2022 – 2023

North Idaho College created the Ambassador program to enhance the student experience and build meaningful relationships with students, staff and faculty, visitors, community members, and other Ambassadors. Through this program, Ambassadors gain valuable career skills and develop strong relationship skills while furthering the mission and programs of the college.

Students will submit an application and rank their preference to work for one of the following offices: Admissions/Registrar's, Advising Services, Cardinal Central, Financial Aid, or Recruitment. Applicants will be selected for an interview and the hiring committee will select the primary office location.

▪ **Applicant Eligibility Requirements:**

- Currently attending NIC as a degree-seeking student.
- Currently in good academic standing with a minimum 2.5 cumulative GPA and meeting Satisfactory Academic Progress (SAP) standards.
- Submit completed *Application*, a *Letter of Interest*, and a *Reference Letter* by deadline.

▪ **Duties and Responsibilities may include:**

- Document imaging
- Supporting FYE as well as additional student events
- Assist the staff with mailings and letters.
- Assist with graduation and commencement activities
- Campus tours

▪ **Requirements to Maintain Participation:**

- Maintain part-time (6 or more credits) or full-time student status (12 or more credits) during the duration of the program.
- Have and maintain a minimum a 2.5 cumulative GPA and 66.67% completion rate.
- Complete approximately 220 total office hours: summer 2022 (optional), fall 2022 (110 hrs) and spring 2023 (110 hrs) semester.
- Be knowledgeable of NIC's mission, programs, services and activities.
- Maintain professional standards while representing North Idaho College.

▪ **Benefits to Students:**

- Receive Cardinal Grant at the in-district rate tuition and fees equivalent to 6 – 12 credit hours (fall and spring semester) based on students agreed upon availability to the program.
- Cultivate leadership skills and strengthen public speaking skills.
- Improve and develop office skills.
- Network with NIC employees, students, and community members.

**APPLICATIONS ARE DUE AS SOON AS POSSIBLE  
TO CARDINAL CENTRAL ([cardinalcentral@nic.edu](mailto:cardinalcentral@nic.edu))  
INTERVIEWS WILL BE HELD ON A ROLLING BASIS.**

**FOR QUESTIONS, CONTACT CARDINAL CENTRAL,  
NIC'S ONE STOP FOR ALL ENROLLMENT SERVICES: (208) 769-3311**



Enrollment Services Ambassador Application  
2022 - 2023

**GENERAL INFORMATION**

Student ID #: \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ Program of Study \_\_\_\_\_

First semester at NIC \_\_\_\_\_ Estimated Graduation Date \_\_\_\_\_

Ambassadors must have a minimum 2.5 cumulative GPA. Do you qualify?  YES  NO

**REFERENCE LETTER FOR ENROLLMENT SERVICES AMBASSADOR APPLICATION**

Please submit one (1) "Reference Letter for Enrollment Services Ambassador Application." Someone who has worked with you on a professional level that knows your work ethic, educational aspirations, and has worked with you in the last educational year should complete this form. Acceptable references include NIC faculty or staff, current or former employer, club advisor, church group leader, high school teacher, etc.

**APPLICATION AGREEMENT**

I have read, and understand, the attached responsibilities of the Enrollment Services Ambassador Program. I give permission to the selection committee to check my academic performance, disciplinary standing, and financial aid eligibility. I acknowledge that failure to comply with the duties and responsibilities of the program may result in my dismissal from the program and require repayment of the Cardinal Grant.

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

**Submit your completed application to Cardinal Central ([cardinalcentral@nic.edu](mailto:cardinalcentral@nic.edu)).**

***APPLICATION DEADLINE: Accepting until filled***



**North Idaho College**

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**LETTER OF INTEREST**

**Attach a typed letter answering the following questions to include with your application. Please limit your answers to 200 words or less.**

1. Why are you interested in being an Ambassador?
2. What qualities about yourself make you a good candidate?
3. What single piece of advice would you give an incoming student at NIC, and why?
4. Provide an example of when you had a positive influence on another student.
5. Discuss any activities and/or jobs you have held in the last few years that might relate to this position.
6. What other activities, positions, employment, or commitments do you already have planned for this summer and next academic year? If any, what is the time commitment involved?

**ENROLLMENT SERVICES OFFICE SELECTION**

**(Please rank your office preference with 1 as the most preferred location)**

Admissions/Registrar's Office

Advising Services

Cardinal Central

Financial Aid Office

Enrollment Services (Duties include individual and group campus tours, support with campus events, data entry, calling prospective students, and other duties as assigned)

**APPLICATION DEADLINE: Accepting until filled**



North Idaho College

**REFERENCE LETTER FOR ENROLLMENT SERVICES AMBASSADOR APPLICATION**

\_\_\_\_\_ is applying for the position of Enrollment Services Ambassador. Enrollment Services Ambassadors provide prospective/current students with a North Idaho College Student perspective by providing tours, assist with daily office activities and projects, and act as representatives of NIC to help create a sense of community among students, employees and visitors. We appreciate your assistance in helping us evaluate this applicant.

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:

5 = Excellent   4 = Good   3 = Fair   2 = Poor   1 = Don't Know

5	4	3	2	1	<b>Leadership:</b> The ability to inspire others, to coordinate and lead activities, and to facilitate group interaction.
5	4	3	2	1	<b>Organization:</b> The ability to prioritize tasks and manage time.
5	4	3	2	1	<b>Temperament:</b> The ability to maintain a positive outlook and realistic perspective, general disposition, and emotional control.
5	4	3	2	1	<b>Interpersonal Relationships:</b> Attitude and ability to work with others with sincerity, flexibility, and cooperation.
5	4	3	2	1	<b>Responsibility:</b> The degree to which the applicant is dependable, prompt, accurate, and complete.
5	4	3	2	1	<b>Communication:</b> The ability to grasp ideas, to read, speak and write Effectively, and to listen to others.
5	4	3	2	1	<b>Maturity:</b> Common sense, self-awareness, judgment, integrity, and the ability to deal with a wide range of personalities.

Additional Comments:

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

Name \_\_\_\_\_ Title \_\_\_\_\_

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

**APPLICATION DEADLINE: Accepting until filled**