



North Idaho College

**Enrollment Services Ambassador Application
2023 – 2024**

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 from 1 to 6 with 1 as the most preferred location)**

- Admissions - Duties include assisting with projects (graduation, orientation, etc.), data entry, scanning documents
- Advising Services – Duties include first point of contact, communicating with students by answering questions and scheduling appointments, data entry, generating reports
- Cardinal Central – Duties include check-in of students and community members needing assistance, logging and tracking in-person assists, mail pick-up and disbursement, sanitizing lobby and desk areas
- Financial Aid Office – Duties include providing the highest level of customer service, assisting students by answering general questions by phone and/or email, participating in leadership development activities, assisting with campus events during fall, spring, and summer, creating and maintaining spreadsheets, scanning documents
- Recruitment - Duties include individual and group campus tours, supporting campus events, calling prospective students, data entry
- Registrar’s Office - Duties include assisting with projects (graduation, orientation, etc.), data entry, scanning documents

APPLICATION DEADLINE: Accepting until filled