

2011-2012 Student Ambassador Application  
Cover Sheet

The mission of the Student Ambassador Program is to promote Portland State University and represent the student body to current and future students, their families, guests, administrators, faculty, staff, alumni, community partners, dignitaries, and friends of the University. The following is a brief description of benefits, commitments, and duties Ambassadors are expected to fulfill. All information necessary to apply to be a PSU Student Ambassador is attached. Should you have any questions, please contact the Student Ambassador Program at 503.725.8240, [ambassadors@pdx.edu](mailto:ambassadors@pdx.edu), or visit our office in suite 101 of the Academic Student & Recreation Center.

This packet contains:

- Cover sheet Page 1
- Application Requirements Page 2
- Ambassador Application Form Page 3
- PSU Student Ambassador Selection Timeline Page 4

### Time Commitments

- Hours of commitment will primarily be between 8:00 a.m. and 5:00 pm, Monday through Friday; however, Ambassador hours may also extend into evening and weekends depending on scheduling
- Students must commit to at least 5 hours per week (average is 8.5 hours/week) to Ambassador duties such as weekly meetings, campus tours, University committees, events, information hub hours, liaison reporting, and other duties as needed
- All Ambassadors are expected to give a 60 minute campus tour at least once per week
- Ambassadors are expected to attend a 2 hour group meeting each week
- Mandatory ambassador training is September 7 through September 11, 2011

### Benefits

- Become a spokesperson for PSU
- Improve and enhance your professionalism
- Develop leadership, organizational, time management, team dynamic, communication, and public speaking skills
- Meet, interact and network with other students, faculty, administrators, and community members
- Enhance your resume
- Be a part of a creative team environment
- Ambassadors are paid positions; students are paid a combination of hourly wages and tuition remission depending on time worked and number of years in the program

### Qualifications

- Academic excellence – students must have earned at least a cumulative 2.75 GPA; students who have not met this GPA requirement should include supplemental material explaining a lower GPA
- Strong written and verbal communication skills
- Ability to be a positive, productive team member
- Excellent leadership skills
- Willingness to serve and represent Portland State University to any person, group, or entity

## Application Requirements

**Please submit the following information in a Word document or PDF no later than 5:00 pm on Friday, February 4, 2011 to [ambassadors@pdx.edu](mailto:ambassadors@pdx.edu):**

1. Current resume
2. One-page cover letter
3. Application (attached on page 3)
4. Answer to your choice of 2 supplemental questions listed below (please limit your answer to 250 words or less for each question)
5. One letter of recommendation from a faculty/staff member at PSU or personal employer/mentor
6. Incomplete applications will not be considered

### Supplemental Questions

Please answer two of the following questions (limit each response to 250 words or less)

1. In what ways can Student Ambassadors enhance and enrich the PSU community?
2. Why do you want to be a PSU Student Ambassador? What skills/traits can you contribute to the team?
3. Based on your own experience, please describe what are the merits of being a leader at school or within your community.
4. Please describe what it means to be a leader.
5. Please tell us about your strengths and weaknesses by describing a time when you were creative in solving a problem, and a time when you were disappointed in your behavior.

### Next Steps

1. Attend an information session (optional). See page 4 for dates, times and location.
2. Plan to attend the mandatory group interview on Saturday February 12, 2011 from 9:00 am to 1:00 pm. Students who do not attend the group interview are seriously disadvantaged.
3. Finalists will be contacted after the group interview for individual interviews.
4. Plan on attending the mandatory training September 7 through September 11, 2011.

Ambassador Application Form

Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_

Phone \_\_\_\_\_

Local Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Class Standing (for the Academic Year 2011-2012)

Freshmen      Sophomore      Junior      Senior      Post-Bac      Graduate Student

Academic Major (s) : \_\_\_\_\_ PSU Cumulative G.P.A. : \_\_\_\_\_

Academic Minor (s) : \_\_\_\_\_

Foreign languages spoken and level of fluency: \_\_\_\_\_

\_\_\_\_\_

Career and/or Future Goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been found to have violated the Portland State University Student Code of Conduct?

Yes\_\_ or No\_\_ If you answered "Yes," please explain on a separate sheet of paper.

Co-/Extra-curricular Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PSU Student Ambassador Selection Timeline

Information Sessions

Monday January 24, 2011  
Information Session  
Location: Viking Information Center  
ASRC, Suite 101  
Time: 5:00pm-6:00pm

Tuesday January 25, 2011  
Information Session  
Location: Viking Information Center  
ASRC, Suite 101  
Time: 12:30pm-1:30pm

Wednesday January 26, 2011  
Information Session  
Location: Viking Information Center  
ASRC, Suite 101  
Time: 12:30pm-1:30pm

Tuesday February 1, 2011  
Information Session  
Location: Viking Information Center  
ASRC, Suite 101  
Time: 5:00pm-6:00pm

Application Deadline

**Friday February 4, 2011**  
**Application Due by 5:00pm via email to**  
**[ambassadors@pdx.edu](mailto:ambassadors@pdx.edu)**

Group Interview

Saturday February 12, 2011  
Time: 9:00am-1:00pm  
Location: ASRC 001

Individual Interviews

February 14 -25, 2011  
Time: TBD  
Office of the Dean of Student Life  
Conference Room, 433 SMSU

Announcement of Selection Results

Tuesday March 1, 2011  
Candidates will be notified by email and phone