



## **Weatherford College Student Ambassador Program Application Packet**

### **Position Information**

The Student Ambassador Program is a leadership opportunity for students who are dedicated to personal and professional growth by serving and representing Weatherford College. Student Ambassadors provide campus tours, serve as WC representatives and perform duties at various WC campus and community events. Student Ambassadors also serve within the Welcome Center where they act as a first point of contact to visitors, by phone and in person.

**Application Deadlines:** Priority is granted to students who turn in their application to start in the fall of 2019 no later than August 1, 2019. After that deadline, it is accepted based on need.

**Period of Service:** August 26, 2019 to May 15, 2020  
Limited Summer Spots Available

### **Hours:**

- Ambassadors are required to work 5 hours per week.
- Monday-Thursday: 10am-3pm, Friday: 9am-3pm
- Various hours representing Weatherford College at select campus and community events.

**Scholarship:** Full-time students receive a scholarship per semester, provided by the Weatherford College Foundation.

**Important Dates:** Fall Ambassador Training will be Friday, August 16, 2019  
Spring Update Meeting will be Friday, January 10, 2020

### **Contact:**

**Kay Landrum**, Executive Director  
Student Outreach Programs & Student Success  
[klandrum@wc.edu](mailto:klandrum@wc.edu)  
817.598.6499

**Shantee Siebuhr**  
Guided Pathways Specialist  
[ssiebuhr@wc.edu](mailto:ssiebuhr@wc.edu)  
817.598.6444



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***Please keep this page for your records.***

### **Responsibilities**

- Welcome and greet public at Welcome Center.
- Perform clerical duties and office responsibilities.
- Provide various services and referrals to the campus.
- Develop an expanded knowledge of Weatherford College.
- Conduct campus tours for new students, schools, classes, and guests, including leading consecutive tours and during inclement weather conditions.
- Assist with duties and tasks related to events put on by various Weatherford College departments. Represent WC at events and activities.
- Work with diverse populations and provide tips on being a successful student.
- Learn and have a working knowledge of service area equipment such as computers, copiers, printers and more.
- Possess a willingness to work with groups in problem solving and decision-making to attain group goals and objectives.
- All other duties as assigned.

### **Qualifications**

- Must be currently enrolled in at least 12 Weatherford College credits or be registered for 12 credits during the semester the position would begin.
- Must have a term and cumulative GPA of at least 2.5.
- Position has one academic year commitment. (Fall 2019-Spring 2020). Exceptions made on a case by case basis.
- Demonstrate strong communication (written and verbal) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline, enthusiasm, and a willingness to grow both personally and professionally.

### **Instructions for Application:**

Please print or type. Return the completed application to Shantee Siebuhr in the Welcome Center OR email to [ssiebuhr@wc.edu](mailto:ssiebuhr@wc.edu).

To apply, please complete and submit the following:

- Completed application form. Please print.
- 2 Letters of Recommendation – that are not related to you.
- Personal essay stating why you would be a good candidate for the Student Ambassador Program.



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### Student Ambassador Application

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Credit Hours Fall Semester: \_\_\_\_\_

Are both your cumulative and term GPA over 2.5? YES\_ NO\_\_\_ NEW STUDENT\_\_\_

How did you learn about the Student Ambassador Scholarship opportunity?

- Current/Former Student Ambassador
- Advisor
- Social Media
- Friend
- Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Pathway/Field of Study: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_

How long have you been enrolled at Weatherford College? \_\_\_\_\_

What languages are you fluent in? \_\_\_\_\_

**Please grade yourself in the following areas. Use the following scale.**

O = Outstanding      E = Excellent      G = Good      A = Average      F = Fair

\_\_\_\_\_ Attitude

\_\_\_\_\_ Enthusiasm

\_\_\_\_\_ Organizational Skills

\_\_\_\_\_ Communication Skills (Written)

\_\_\_\_\_ Interpersonal Communication

\_\_\_\_\_ Public Speaking

\_\_\_\_\_ Self-Motivation

\_\_\_\_\_ Time Management

\_\_\_\_\_ Leadership

\_\_\_\_\_ Computer Skills

\_\_\_\_\_ Work Ethic



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**Please list any current work obligations: (If you are not working, just list N/A)**

Employer or Organization: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Description of your duties: \_\_\_\_\_

**Please list any campus or community activities you are involved with:**

Organization/Activity	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please list at least three (3) references that are not related to you.**

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that all the information provided on this application is accurate and true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after the fact. I also understand that incomplete applications may not be considered.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date