

New Mexico State University  
College of Arts & Sciences (AS)  
**Fall 2023 Student Ambassador Application Packet**



This packet contains:  
Student Ambassador Position Description  
Student Ambassador Application  
Student Ambassador Code of Conduct

Please email completed applications to

Student Ambassador Advisors:

[arts\\_sci@nmsu.edu](mailto:arts_sci@nmsu.edu)

## College of Arts & Sciences Student Ambassador Application Packet

We appreciate your interest in the College of Arts & Sciences (AS) Student Ambassador program. AS Student Ambassadors consist of a carefully selected group of NMSU Main Campus students who help to promote the college among prospective and current students, alumni, and generous NMSU donors.

Applications will be considered on a rolling basis until March 10th, 2023. The last day to submit your application materials for consideration is March 10th. Interviews will begin the week after spring break, March 20th-31st.

### College of Arts & Sciences Student Ambassador Position Description

#### Qualifications:

- Full-time student with at least one declared major in the College of Arts & Sciences
- Maintain a minimum cumulative GPA of 3.0
- Must have earned at least 15 credit hours toward an undergraduate degree prior to the starting semester
- Submit a complete application and complete the ambassador interview process
- Commit to a full academic year of service (exceptions may be made on a case-by-case basis) and agree to the code of conduct.

#### Position Conditions:

- Length of term
  - One full academic year, consisting of Fall and Spring semesters
  - If a student anticipates any difficulties with service two consecutive semesters, it is expected the student will make Advisors aware during the application process.
- Required events
  - Mandatory events include Homecoming special events, Aggie Experience, Starry Night, and end of semester Student Award Ceremonies.
  - See Sample Ambassador Contract for a tentative list of dates.
- Course attendance
  - All A&S Student Ambassadors are expected to enroll in and attend the corresponding course section.
    - More than one unexcused absence from the course will result in a “no credit” grade

#### Course credit and benefits

- \$250 stipend per semester
- All Ambassadors are expected to enroll in and successfully complete a single credit course with credit/no credit grading (Course name, along with CRN will be released when Fall 2023 registration begins)

- As a result, of course attendance and corresponding ambassador activities, Ambassadors can expect to:
  - Develop leadership skills
  - Receive training on critical skills and professional development
  - Refine public speaking ability
  - Build resume with service and professional relationships
  - Receive letters of recommendation and assistance

#### Presentation and Conduct

- Ambassadors are expected to both act and dress professionally during their time of service with the College
- This includes wearing College-provided shirts and their own khaki or black pants/skirt for university functions as requested. Jeans will only be appropriate for certain events.
- Violation of the NMSU Student Code of Conduct may result in removal from ambassador position

#### Student Ambassador Activities

- As Ambassadors, students can expect to perform the following functions as requested and with ample notice
  - Assist with campus/ academic department tours for prospective students and families
  - With assistance from the Student Ambassador Advisors, schedule and execute at least 2 high school classroom visits per semester
  - Meet/communicate with assigned academic departments monthly to assess student recruitment needs
  - Assist with College-sponsored events (planning, set up/ take down, and day of support) including but not limited to Homecoming luncheon, student award ceremonies, and fundraising events
  - Assist with University-sponsored events, including but not limited to Aggie Experience and Aggie Welcome & Orientation

## College of Arts & Sciences Student Ambassador Application

After completing this application form, please send to [arts\\_sci@nmsu.edu](mailto:arts_sci@nmsu.edu)

### **Personal Information**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Aggie ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s) if applicable: \_\_\_\_\_

### **Academic Record**

How many credit hours have you completed at NMSU? \_\_\_\_\_

What is your expected graduation date? \_\_\_\_\_

What is your cumulative GPA? \_\_\_\_\_

***Please answer the following questions thoroughly yet concisely and submit as an attachment along with a copy of your resume.***

1. Why do you want to be a College of Arts & Sciences Student Ambassador?
2. Why do you consider yourself a good role model for the College?
3. What qualities are evident in a strong leader?

Please include a copy of your current resume along with your application form when submitting final materials.

*By including your signature below, you are acknowledging that all statements made in your application are to the best of your knowledge correct and accurate, and that you understand representatives of NMSU's College of Arts & Sciences may verify your academic records during the application process.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## College of Arts & Sciences Ambassador Program Code of Conduct

The NMSU College of Arts & Sciences Ambassador program provides undergraduate students with opportunities to gain leadership skills, deepen their knowledge and understanding of the college and expand personal and professional growth. Participating undergraduate students are selected based on an expressed interest in serving and representing the NMSU College of Arts & Sciences and a desire to broaden their leadership skills. Ambassadors provide support for activities related to the NMSU College of Arts & Sciences, along with the alumni, students, and faculty. Ambassadors provide campus tours to prospective students and the broader NMSU community, serve as representatives of the NMSU College of Arts & Sciences, engage in leadership discussions and perform duties at various campus and community events.

The mission of the NMSU College of Arts & Sciences Ambassador program is to cultivate student leaders who will embrace and represent the service mission of the College of Arts & Sciences and NMSU overall.

### **Benefits:**

- ◆ Leadership development opportunities
- ◆ Opportunities to engage with alumni and faculty
- ◆ Enhance communication and presentation skills
- ◆ Participate in different functions representing the College of Arts & Sciences
- ◆ Letters of recommendations may be made available to Ambassadors
- ◆ Executive Ambassador positions with more responsibility may become available to certain individuals
- ◆ Ambassadors are provided with NMSU College of Arts & Sciences uniforms to be worn during official business events

### **Requirements:**

- ◆ Must be a full-time undergraduate Arts & Sciences student enrolled in a degree-seeking program

- ◆ Must have completed a minimum of one semester at NMSU
- ◆ Must be in good standing academically and maintain Satisfactory Academic Progress standards
- ◆ Must have and maintain a minimum 3.0 GPA each term
- ◆ Must be enrolled in 1 credit hour Ambassador Leadership Class each Fall semester
- ◆ Complete a minimum of 10 service hours per semester in support of the College Ambassador program

### **Responsibilities:**

- ◆ Welcome new and prospective students to the NMSU College of Arts & Sciences
- ◆ Answer general questions about NMSU College of Arts & Sciences to the NMSU and external communities
- ◆ Represent NMSU College of Arts & Sciences at local area schools around NMSU
- ◆ Conduct campus tours for visiting students and school groups
- ◆ Develop relationships within the community that encourage students to attend NMSU College of Arts & Sciences
- ◆ Establish a leadership role and presence within the NMSU College of Arts & Sciences
- ◆ Create a positive student-centric atmosphere across the College of Arts & Sciences
- ◆ Create and develop innovative ideas that support College-wide recruitment efforts
- ◆ Demonstrate professional, courteous and ethical behavior at all times as a representative of NMSU's College of Arts & Sciences

### **Expectations:**

- ◆ I will strive to serve as a positive role model and will maintain a high level of professionalism at all times, including, but not limited to, abstaining from the use of profanity or inappropriate language.
- ◆ I will act with integrity and be on time to all events in which I serve as an Ambassador
- ◆ I agree to attend all regularly scheduled classes/meetings.
- ◆ I understand the role as an Ambassador requires me to be sensitive and open-minded to individual concerns, contexts and differences. I will not intentionally engage in any incidents of prejudice or biases related to gender, race, ethnic origin, sexual orientation, religion, ability, age, or appearance.
- ◆ I will consistently demonstrate positive support for, and respect toward, every individual member of the Ambassador team. This includes having timely conversations regarding feedback and working to create a positive team environment for everyone.
- ◆ I will provide objective and impartial information regarding NMSU College of Arts & Sciences organizations and services.
- ◆ I will respect and honor the confidentiality of students' records and other students' information that I may come across in my role.

◆ I understand that all violations of this contract are serious and will be addressed on a case-by-case basis by the NMSU College of Arts & Sciences Staff. Violation of any of the above expectations can result in probation or dismissal from this role.

## **Acknowledgement of Receipt**

The College of Arts & Sciences Ambassador Code of Conduct contains important information about the Ambassador Leadership Program at the NMSU College of Arts & Sciences and I understand that I should consult the Ambassador Staff regarding any questions not answered.

I have entered into my Ambassador role with NMSU College of Arts & Sciences voluntarily.

Since the information, policies, and procedures described here are subject to change at any time, I acknowledge that revisions to the Code of Conduct may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this Code of Conduct is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to ask the Ambassador Staff any questions I might have concerning the Code of Conduct. I accept the terms of the Code of Conduct. I also understand that it is my responsibility to comply with the policies contained in this Code of Conduct and any revisions made to it.

I have received a copy of the College of Arts & Sciences Ambassador Code of Conduct on the date listed below. I understand that I am expected to read the entire Code of Conduct. Additionally, I will sign the copy of this Acknowledgement of Receipt, retain one copy for myself, and return one copy to NMSU College of Arts & Sciences Ambassador Program Staff Member listed below on the date specified. I understand that this form will be retained in my file.

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Ambassador Name

Ambassador Signature

Date

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Supervisor Name

Supervisor Signature

Date





## **College of Arts & Sciences Student Ambassador 2023-2024 Contract**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Aggie ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s) if applicable: \_\_\_\_\_

### **As a College of Arts & Sciences Student Ambassador, I agree to attend and commit to:**

- Annual Ambassador Training Retreat
  - o Times to be finalized for August 14<sup>th</sup> and August 15<sup>th</sup> 2023
- Arts & Sciences Homecoming Events
  - o Support during at least one event on TBD
- NMSU Aggie Experience
  - o Participate in at least one event, dates to be determined by Undergraduate Admissions
- Arts & Sciences Student Award Ceremony
  - o Support during Fall 2023 or Spring 2024 award ceremony
    - Fall 2023— Friday December 8<sup>th</sup> 2023
    - Spring 2024—Friday May 3<sup>th</sup> 2024
- Starry Night
  - o Spring 2024, with final date to be determined by College of Arts & Sciences
- The Night at the Museums
  - o Spring 2024, with final date to be determined by College of Arts & Sciences
- Attend all course meetings and fulfill course requirements to the best of my ability
  - o Course meets Thursdays from 4:30pm-5:20pm
- Participate in additional events/ duties as reasonably assigned

*By including your signature below, you are acknowledging you will support the prescribed duties and events above to the best of your ability as a member of the College of Arts & Sciences Student Ambassador organization.*

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