

New Mexico State University  
College of Arts & Sciences (AS)  
**Fall 2022 Student Ambassador Application Packet**



**BE BOLD. Shape the Future.  
College of Arts and Sciences**

This packet contains:

Student Ambassador Position Description

Student Ambassador Contract

Student Ambassador Application

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 rolling basis until March 31, 2022. The last day to submit your application materials for consideration is **March 31<sup>st</sup>**.**

## **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)

### 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 complete list of dates
- Course attendance
  - All AS Student Ambassadors are expected to enroll in and attend the corresponding course section
  - Two unexcused absences from the course will result in a “no credit” grade
- Course credit and benefits
  - All Ambassadors are expected to enroll in and successfully complete a single credit course with credit/ no credit grading
  - 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 from the Student Ambassador Advisors
- 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 shirt and their own khaki or black pants or skirt for university functions as requested
- 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

**SAMPLE— Dates are subject to change and final contract will be completed upon offer**

**College of Arts & Sciences Student Ambassador 2022-2023 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 15<sup>th</sup> and August 16<sup>th</sup> 2022
- Arts & Sciences Homecoming Events
  - o Support during at least one event on Friday October 21<sup>st</sup> 2022
- 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 2022 or Spring 2023 award ceremony
    - Fall 2022— Friday December 9<sup>th</sup> 2022
    - Spring 2023—Friday May 5<sup>th</sup> 2023
- Starry Night
  - o Date to be determined by College of Arts & Sciences
- The Night at the Museums
  - o Spring 2023, 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 member of the College of Arts & Sciences Student Ambassador organization.*

Sign/ Type your Name as Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **College of Arts & Sciences Student Ambassador Application**

After completing this application form, please send to Student Ambassador Advisors at  
[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 in the spaces provided:*

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?

**Resume**

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 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.*

**Sign/ Type your Name as Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_