

Date: ___/___/___

Office of Admissions
Admissions Volunteer Ambassador

Name: _____ UFID #: _____ - _____

Phone: _____ Email Address: _____ T-Shirt Size: _____

Mailing Address: _____

High School Attended: _____ City/State: _____

UF Classification: _____ Major: _____ GPA: _____

Mission:

The Admissions Volunteer Ambassadors (AVA) for the Office of Admissions serve as liaisons that support, expand and enhance the continued pursuit of an academically talented, and inclusive, diverse campus community at the University of Florida. Ambassadors will assist in fostering a climate that will help students learn more about themselves and the campus environment. Ambassadors will also engage in meaningful dialogue regarding campus and community life, as well as develop leadership, communication and career-advancement knowledge, skills and abilities (KSAs).

Ambassadors will do this by:

- Providing support for Admissions Office recruitment programs
- Assisting prospective students through the admissions process
- Helping accepted students to successfully manage their academic and social transition to UF
- Engaging in leadership development workshops that will aid personal development, leadership & skill acquisition, in addition to promoting an inclusive, diverse campus community

Ambassador Responsibilities:

- Implementation of programs, activities & events
- Attendance at scheduled monthly meetings
- Participation in Student Recruitment Programs
- Assistance with Recruitment Programs during at least 1 summer semester
- Service in one Admissions Ambassador cabinet and an additional committee
- Provide tours of the University to visitors
- Attend leadership development workshops, as provided to them through the Office of Admissions

Eligibility:

- Maintain a cumulative GPA of 3.0
- Free of academic &/or disciplinary probation
- Submit 1 Letter of Recommendation
- Maintain a professional demeanor at all times
- Possess the knowledge, skills and abilities necessary to work with diverse populations
- Perform in a fast-paced, constantly-changing environment
- Possess excellent written and oral communication skills
- Possess excellent time-management skills
- Possess the KSA's necessary to implement programs, activities & events
- Complete Ambassador training January 19-22

Benefits:

- Ambassadors will gain valuable experience in the following areas:
 - Leadership
 - Written Communication Skills
 - Oral Communication Skills
 - Time-Management Skills
 - Community Service
- Ambassadors will be issued a UF Admissions Volunteer Ambassador polo-shirt & nametag to be worn only at official UF Admissions programs and events.
- Ambassadors will be exposed to networking opportunities with UF Administration, Faculty, Staff, etc.
- Ambassadors will have access to leadership & career-oriented workshops
- Ambassadors can possibly participate in local travel
- Ambassadors will be awarded Letters of Recommendation to further their academic &/or career pursuits

Please check the corresponding box if you have participated in the following:

- Preview Staff Scholars Programs Residence Hall Advisor Study Abroad
- Cicerones On-campus housing Off-campus housing
- Internships (if so, where: _____)
- Greek-Letter Organization (if so, Name of Organization: _____)

Selection Timeline:

- Applications will be available Monday, December 4th.
- Information Session will be held from 3:00-4:00pm at the Criser 201 LVV Room on Wednesday, January 6th.
- Applications are due no later than Friday, January 8 (5pm) to Criser 201
- Interviews will be held Monday, January 11th - Thursday, January 14th in Criser 302
- Ambassador Selection Process; Friday, January 15th
- Students will be notified of Committee decisions on Friday, January 15th (via email & phone by 5:00 PM)

Training:

- Students will be required to participate in training sessions, to be held January 19-22.
 - Training will be scheduled to best accommodate students' class schedules

Essay:

In 500 words or less, please explain your thoughts on the importance of being a Student Ambassador, what characteristics, skills and experiences you can bring to the organization and what you hope to get out of your participation in such an organization.

*** All applications **MUST** be submitted to the Office of Admissions (Criser 201) **no later** than 5:00pm on January 8 ***