2017-2018 Recruitment Ambassadors Application

***PLEASE KEEP THIS PAGE FOR YOUR RECORDS***

APPLICATION: Please return the attached application to the Enrollment Services Lobby, Lower Level of Varnell-Jones Hall. Applications must be turned in by Friday, September 15, 2017 by 4:00 p.m. for consideration.

SELECTION CRITERIA
- 2.75 GPA
- Current sophomore status or higher at date of application deadline - No graduate students are hired for this position
- Submit one form for recommendation from a current University faculty/staff member at the time application is turned in (no graduate assistants or student recommendations, please)
- Leadership and involvement experience
- Positive attitude and school spirit
- Responsible, flexible, self-motivating, and works well with others

INTERVIEWS: Interviews will be held Monday, September 18 and Tuesday, September 19. Other dates may be added at a later time. Please sign up for an interview time when you turn in the application to the Enrollment Services Lobby. Please pay attention to the location when you sign up for your interview. It is important to be on time and prepared for your interview because it plays a significant role in the selection of Recruitment Ambassadors.

NOTIFICATION: Recruitment Ambassadors selections will be notified by Tuesday, September 19 by 4:30 p.m. via email.

TRAINING: Mandatory Training will be held after selection. You will continue to learn and be trained about the University throughout the monthly meetings and scheduled trainings.

DUTIES: Recruitment Ambassadors is an organization whose purpose is to represent The University of Memphis Lambuth while assisting the full time Enrollment Services staff in recruiting potential students. Recruitment Ambassadors members have various responsibilities including interaction with interested students and their families and conveying impressions of student life at the U of M Lambuth. Recruitment Ambassadors will be expected to become knowledgeable about all aspects of the University; lead campus tours; help with Fall and Spring Open House days; college fairs and other special events that may arise.

BOOK SCHOLARSHIP: You will receive a $100 book scholarship by completing the required hours each semester.

MANDATORY MEETING: We will periodically meet after selections are made. The dates and times for these mandatory meetings will be determined after selection and we compare your schedules. The purpose of these meetings will be to get to know each other, team building, sign up for events, and discuss any changes in upcoming events.

QUESTIONS??? If you have any questions concerning Recruitment Ambassadors membership or duties, please contact Anna-Marie Smith in Enrollment Services, Lower Level of Varnell-Jones Hall.

Anna-Marie Smith Phone: 731-425-7982 e-mail: A.M.Smith@memphis.edu
2017-2018 Recruitment Ambassadors Application

Application Checklist

Please turn in the following to the Enrollment Services Lobby, Lower Level of Varnell-Jones Hall:

☐ Application Checklist (1 page)
☐ Application (2 pages)
☐ Typed, Personal Statement (see pg. 2 of application for details)
☐ Copy of Fall 2017 Class Schedule
☐ Copy of Current Work Schedule (if applicable)
☐ Faculty/Staff Recommendation Form (in sealed envelope)
2017-2018 Recruitment Ambassadors Application

Name: __________________________    U # __________________________

Local Address: _______________________________________________________

Permanent Address: _____________________________________________________

Cell Phone: ________________    Other Phone: ______________________

Email Address: ______________________    Date of Birth: ________________

High School Attended & City: ___________________________________________

Major: ___________________________ Hours Earned: _____ Cumulative GPA: ______

Did you enter the U of M Lambuth as (select one): New Freshman    Transfer Student

Do you currently live on campus? (select one):       Yes    No

Have you ever lived on campus? (select one):      Yes    No

Have you been employed at the U of M? (select one):   Yes    No

Additional Questions: (Attach additional sheets if necessary)

Work Experience:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Scholarships (if applicable):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
List all of your college activities, leadership positions, honors and achievements:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Why are you applying to be a member of Recruitment Ambassadors and what qualities do you possess that would enable you to work well with prospective students and their parents?  
**Please attach a typed, personal statement.**

**Scheduling:**  
Please indicate the times you are available during the Fall 2017 semester:

Monday  __________________________
Tuesday  __________________________
Wednesday __________________________
Thursday __________________________
Friday  __________________________

Submit a copy of your current Fall 2017 class schedule.  
If you work, please submit a copy of your current work schedule.

*I certify that the information provided is true and authorize the Office of Enrollment Services to verify my grade point average, hours earned, and any information submitted with the Office of Judicial Affairs.*

_________________________________________  __________________________
Signature                                         Date

APPLICATIONS & RECOMMENDATION FORMS MUST BE SUBMITTED BY 4:00PM ON FRIDAY, SEPTEMBER 15 IN ENROLLMENT SERVICE LOBBY, LOWER LEVEL OF VARNELL-JONES HALL.
RECRUITMENT AMBASSADORS 2017-2018 RECOMMENDATION FORM

Name of Applicant: ________________________________________________________________

July 27, 2017

Dear U of M Faculty/Staff Member:

The student listed above is applying to be a Recruitment Ambassadors representative for the 2017-2018 academic year at the University of Memphis Lambuth. Please complete this form and insert into a signed and sealed envelope and return back to the candidate. To be successful, a Recruitment Ambassadors representative must possess the following qualities that are listed, but not limited to:

1. Establishing and maintaining healthy relationships
2. Communicating effectively (both oral and written)
3. Organizing and managing one's own affairs, including the ability to simultaneously manage other responsibilities as well as those of the Recruitment Ambassadors position
4. The desire to grow personally and to help others
5. Professionalism and Maturity

The Recruitment Ambassadors Selection committee would greatly appreciate your candid assessment of this candidate based on his/her personal characteristics, skills and potential for success in this very demanding role. We appreciate your help with this year's selection process. If you have any questions, feel free to contact me.

Sincerely,

Anna-Marie Smith
Anna-Marie Smith, Enrollment Services Counselor
Recruitment Ambassadors Staff Advisor
Office of Enrollment Services
(731) 425-7982
A.M.Smith@memphis.edu
RECRUITMENT AMBASSADORS 2017-2018 RECOMMENDATION FORM

Name of Applicant: ____________________________________________

How well do you know the candidate?    SLIGHTLY    FAIRLY WELL    WELL    VERY WELL

Under what circumstances do you know the candidate? ____________________________________________

Considering other college students you know, please circle the appropriate rating for the candidate according to the following criteria: (feel free to write comments in the space provided)

5 = Outstanding  4 = Above Average  3 = Average  2 = Below Average  1 = NA

5 4 3 2 1 Leadership: the ability to inspire others; to coordinate and lead activities; to facilitate a group.

5 4 3 2 1 Organization: The ability to prioritize tasks and manage time wisely.

5 4 3 2 1 Temperament: The ability to maintain a positive outlook and realistic perspective.

5 4 3 2 1 Initiative: How this person approaches new situations; self-motivation; ability to set and accomplish goals and need for supervision.

5 4 3 2 1 Interpersonal Relationships: Attitude and ability to work with others; sincerity; flexibility; cooperation; ability to work with supervisor.

5 4 3 2 1 Responsibility: The degree to which the applicant is dependable, prompt, and accurate.

5 4 3 2 1 Communication: The ability to grasp ideas; to read, speak, and write effectively; and to listen and convey understanding to others.

5 4 3 2 1 Maturity: Common sense; self-awareness; judgment; integrity; and ability to deal with a wide range of personalities

5 4 3 2 1 Emotional Stability: The direction and control of emotional response; general disposition; and predictability

5 4 3 2 1 Social Sensitivity: The applicant’s ability to be sensitive to and understand the feelings and reactions of others and the ability to make effective responses to them

Please provide an overall assessment of candidate’s strengths & weaknesses: ________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Please indicate your reactions to this person’s potential for success as Recruitment Ambassadors by circling one response:

Highly Recommend    Recommend    Recommend with reservations    Do not recommend at this time

Name (please print): ____________________________ Phone: ____________________________

U of M Department: ____________________________ Title: ____________________________

Signature: ____________________________ Date: ____________________________