

# 2023/24 STUDENT AMBASSADOR APPLICATION

## OMA&D - Multicultural Outreach & Recruitment

### STUDENT AMBASSADORS

Student Ambassadors are part of the Multicultural Outreach & Recruitment (MOR) team who provide educational services to underrepresented and underserved communities. Our staff strives to ensure that students possess the knowledge and skills to be competitively eligible for higher education. We also prepare students for successful college admission and build partnerships between the UW and underrepresented students. Our overall mission is to increase the number of underrepresented students in the in-state applicant pool through programs of outreach and recruitment inspired by UW students and outreach staff.

We aim to serve students from African-American, Hispanic/Latino, Native American/Alaska Native, Native Hawaiian/Pacific Islander, and Southeast Asian populations, as well as first-generation and low-income students.

Listed below are the three specialized roles within the MOR Ambassador program. You may choose to apply to one specialty or multiple. Note: All specialties will be expected to work at outreach events. The next section will explain the general responsibilities of all MOR Ambassadors and outline corresponding responsibilities and preferred attributes for the following specialties.

1. ADMINISTRATIVE ASSISTANT
2. TOUR GUIDE
3. COMMUNITY OUTREACH

### EXPECTATIONS

As a MOR Ambassador, you will represent the University of Washington's Office of Minority Affairs and Diversity, Recruitment & Outreach, yourself, as well as other Ambassadors in a manner that provides a positive reflection of our institutional vision, goals, mission, and efforts. In addition, you will establish positive relationships between community leaders, groups, youth, as well as University students, faculty, and staff. **Ambassadors are expected to work the entire 2023/24 school year (exceptions are made on case by case basis).**

### MINIMUM REQUIREMENTS (all positions)

1. A cumulative GPA of 2.75, grade check in January
2. Respect for diversity and a willingness to learn about other cultures
3. The ability work in a team-setting
4. Familiarity with challenges faced by our target populations

### RESPONSIBILITIES

- Serve as a liaison, spokesperson and well-rounded representative of the University of Washington
- Serve as an advocate to advance diversity
- Participate in outreach events/activities for target populations
- Attend the Fall and Spring Student Ambassador Training days
- Answer questions parents, students, and organizations have concerning university life, academic demands, and the student perspective
- Assist MOR recruiters in developing and executing outreach programs for prospective UW students
- Support efforts to implement established outreach events
- Assist high school seniors and prospective transfer students with the admissions application process including the personal statement, activities log, etc.
- Be knowledgeable of UW OMAD history, values and current events

### ATTRIBUTES

- Prior experience as a participant in OMA&D Recruitment & Outreach programs, services, and conferences
- Involvement in UW clubs and student organizations
- The ability and willingness to speak positively and sincerely about your UW experience
- Maturity and integrity
- A positive, caring and personable attitude
- Ability to direct students to UW resources, programs, departments, etc. such as OMAD, Housing, and Financial Aid
- Excellent verbal communication skills, including strong listening skills
- Strong time-management and organizational skills
- A good sense of humor
- Self-starter; strong work ethic
- Demonstrate leadership abilities
- Knowledge of and experience in working with underrepresented minority students (URM)



# AMBASSADOR POSITIONS

## ADMINISTRATIVE ASSISTANT

### Responsibilities

- Answer and direct incoming phone calls to recruiter or department
- Welcome all visitors and provide a great customer service experience for all visiting the MOR office
- Professional support, and act as the point of contact for visitors
- Conduct phone calls, manage office projects, and support staff in outreach preparations and any individualized tasks they may assign you such as scheduling task
- Confidently post on various social media accounts
- Assist in preparation of outreach events
- Work closely with student ambassadors staff in supporting their work and any individualized tasks that is assigned and requires implementation
- Other duties as assigned

### Preferred Attributes

- Detail-oriented
- Willingness to participate in outreach events and give tours
- Takes initiative to complete tasks, meet goals, and problem solve supplies, making phone calls, and administrating tasks
- Welcoming and friendly personality; strong people skills
- Prior office experience
- Self-starter
- Interested in leadership growth opportunities
- Must be committed to Student Ambassador Program

## TOUR GUIDE

### Responsibilities

- Energetically greet tour groups
- Provide a welcoming environment
- Answer questions about UW's history, buildings, programs, and resources
- Sharing your UW experience such as campus life, housing, and other activities
- Enjoy directing large groups of middle school, high school, and transfer students around campus
- Participation on student panels for all students visiting MOR or participating in MOR events
- Other duties as assigned

### Preferred Attributes

- Public speaking abilities
- Outstanding time management skills
- Ability to direct large groups of high school and transfer students
- Personable, strong interpersonal skills
- Ability to multi-task
- Able to engage large groups of people
- Knowledge of UW programs and resources to effectively direct students
- Must be committed to Student Ambassador Program

## COMMUNITY OUTREACH

### Responsibilities

- Participate in outreach events
- Be engaged with all participants; enjoy interacting with prospective students and their families
- Support recruiters at community events such as tabling at colleges and fairs, UW departmental events, and student panels at local middle and high schools
- Assist with building relationships with incoming first-year and transfer students
- Meet with visiting and local dignitaries
- Connect students and parents to UW resources and centers
- Sharing your UW experience such as campus life, housing, and other activities
- Enjoy directing large groups of middle school, high school, and transfer students around campus
- May be tasked to conduct admissions presentation to students
- Other duties as assigned

### Preferred Attributes

- Ability to interact and engage with wide range of students (i.e., race, ethnicity, age, etc.)
- The ability and willingness to speak positively and sincerely about your UW experience
- Caring and personable attitude
- Knowledge of UW programs and resources to effectively direct students
- Must be committed to Student Ambassador Program



# MOR AMBASSADOR APPLICATION 2023-2024

To be considered for this position your application must be received by Rose Nguyen via email at rosetnn@uw.edu by 5:00 P.M. on Friday, December 2, 2022.

*Acknowledgement: Please note that by applying, MOR staff will have access to your academic records to verify that you are in good academic standing. MOR will also verify that you are in good disciplinary standing with the office of Community Standards and Student Conduct. Please note that a low GPA or disciplinary record does not automatically disqualify applicants from the position.*

## Personal Information:

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Hometown: \_\_\_\_\_ High School: \_\_\_\_\_

Student ID: \_\_\_\_\_

Is your cumulative GPA above 2.75? (Check) Yes No

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Class Standing: (first-year, sophomore, etc.) \_\_\_\_\_

Ethnic Affiliation: \_\_\_\_\_

Are you work-study eligible? This will not affect your application. (Check) Yes No

## Contact Information:

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

Email Address (UW and Personal):

(UW) \_\_\_\_\_ (Personal) \_\_\_\_\_

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

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

## Clubs and/or Extracurricular Activities:

What UW student groups are you currently affiliated with? What positions have you held? What positions will you hold during the 2023-24 school year?

# MOR AMBASSADOR APPLICATION 2023-2024

## Personal Responses

Please attach your typed responses to the following questions. Please answer each question in 500 words or less.

1. Why would you like to serve as an Ambassador?
2. How would you describe your leadership style?
3. List and describe strengths and skills you will bring to the Ambassador Program (i.e. web development, graphic design, photography, videography, etc.).

## UW Program Participation

Please attach your typed responses to the following questions.

1. Were you a participant in any of the following: UW Admit, GEAR UP, Essence of Success, YEOC, ACE, EEE, YGB, RISE, Empower, Pioneer, Native American Student Days, etc.? Which one(s)? Any that are not mentioned?
2. Are you a Costco Diversity Scholar, Achievers Scholar, Governor's Scholar, Leadership 1000 Scholar, College Bound Scholar, Gates Millennium Scholar or recipient of an OMA/D or UW scholarship? Which one(s)? Any that are not mentioned?

## MOR Ambassador Specialty

Please attach your typed responses to the following questions.

1. Which specialty or specialties are you applying for? Why are you qualified for the specialty or specialties you are applying for? (Specialties are: Administrative Assistant, Tour Guide, Community Outreach)
2. Unofficial Transcript. Please attach your transcript(s) to this application.

*By submitting this application, I acknowledge that MOR staff will access my academic records to verify that I am in good academic standing. I also acknowledge that MOR will verify that I am in good disciplinary standing with the office of Community Standards and Student Conduct. Finally, I understand that a low GPA or disciplinary record does not automatically disqualify me from this position.*

**I understand that, if selected, information provided on this form may be made public as appropriate to promote program and outreach objectives.**

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Signature

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Date

*Employment is for the 2023 – 2024 academic year, you must reapply for this position each year.  
**There will be a mandatory paid training with times to be determined and notifications sent at a later date.***

Please email your completed application to Rose Nguyen at:

Email: rosetnn@uw.edu