

# STUDENT AMBASSADOR APPLICATION

## Student Ambassador Program Mission Statement

Our mission is to serve as the student voice of the University, to provide a positive first and lasting impression, and to develop as professionals in a program that personifies what it means to be a Drexel Student. Our purpose is to show our visitors “*Why Drexel?*”

## Application Process

*Applying to the Program is a 3-step process*

1. Submit the following application materials:
  - ☐ Application form (attached)
  - ☐ Short answers to application questions
  - ☐ Complete the attached **Roommate Commitment Form** (if living in university housing as a freshman)
2. If selected, complete **in-person interview** between **Monday, December 3rd and Friday, December 7th**.
  - ☐ Bring completed Roommate Commitment form to interview (attached to this application).
  - ☐ You will hear from us shortly after if you have been selected to join the program.
3. If selected, attend the **New Ambassador Training** on **Monday, January 21st**.
  - ☐ Note: please let us know of any issues or conflicts you have with the above items as soon as possible (email to [execamb@drexel.edu](mailto:execamb@drexel.edu)).

## Expectations of the Student Ambassador Program

- Become a tour-trained guide by the end of **Fall Term**.
- Mingle with families during the Daily Visit Program, at least twice per term.
- If living in university housing, you must show your residence hall room during the event weekends. If you do not live in a Freshman residence hall, you will be assigned other roles.
- Attend Monthly Professional Development Meetings (exceptions can be made for class times).
- Complete tour requirements each subsequent term, which includes at least 3 campus tours and working 4 half-days on event weekends.

## Application and Selection Timeline:

- ☐ **Friday, December 7th by noon**.— Application deadline (email app to [execamb@drexel.edu](mailto:execamb@drexel.edu))
- ☐ **Tuesday, December 11th**— If selected to interview, you will be contacted by this date.
- ☐ **Monday, January 7th– till Friday January 11th**— Participate in in-person interview; Time slots TBD
- ☐ **Monday, January 21st** — Starts at 9:00 a.m.— Attend the New Ambassador Training Day!

*For more information, please contact the Student Ambassador Program at [execamb@drexel.edu](mailto:execamb@drexel.edu) or stop by the Admissions Visit Center, Main Building, Room 212 to speak with an Executive Ambassador*

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*Please fill this form out electronically, or print and scan, and email to [execamb@drexel.edu](mailto:execamb@drexel.edu) before 12:00 p.m. on *Friday, November 30th*.*

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

Student ID Number: \_\_\_\_\_ Birth Date (MM/DD/YY): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home City, State, Country: \_\_\_\_\_

Residence Hall & Room Number (if living in university housing): \_\_\_\_\_

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

Minor/Concentration: \_\_\_\_\_

GPA (if Freshmen Fall Term—not applicable ): \_\_\_\_\_

Year: ☐ Freshman ☐ Sophomore ☐ Pre-Junior ☐ Junior ☐ Senior

Are you a transfer student? ☐ Yes ☐ No If yes, where did you previously attend? \_\_\_\_\_

Are you a 4-year or 5-year student? ☐ 4-Year ☐ 5-Year Other: \_\_\_\_\_

Co-op Cycle: ☐ Fall/Winter ☐ Spring/Summer Other: \_\_\_\_\_

What other clubs or organizations are you in/plan to be in: \_\_\_\_\_

How did you hear about the Program? \_\_\_\_\_

Did you attend a Meet and Greet? ☐ Yes ☐ No Have you previously applied to the program? ☐ Yes ☐ No

Interviews will be conducted during various time slots. The interview will take approximately one hour during the chosen time slot. **Signup times and instructions will be sent out via email on 11/30 and will close at 8am on Monday 12/3.**

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Please type answers to all of the following questions and attach the document to an email with the rest of your application. Each answer should be roughly 1-2 paragraphs in length. Please take your time to write thoughtful responses, as they will be reviewed by the program's Executive Ambassadors to determine whether you will be offered an interview and ultimately a position as one of Drexel's student ambassadors.

1. Why did you choose to attend Drexel? Why do you continue to choose Drexel?
2. Why are you interested in becoming a Student Ambassador? What qualities do you possess that will make you successful in the position?

Before applying please consider the requirements of the Student Ambassador Program. If you are chosen to become an ambassador, you are required to complete a series of training steps to ensure that you are a well rounded tour guide for the University. Each training step, outlined below, must be completed by its deadline. Failure to complete training by the training deadline will result in removal from the program.

Shadow 1	Shadow a tour led by a veteran ambassador.
Shadow 2	Shadow a tour led by a veteran ambassador.
Tour Quiz	Pass a quiz, testing your knowledge of the university and its programs.
Mock Tour	Give a mock tour to an executive ambassador.
Tag 1	Tag team a tour with an executive ambassador. You are responsible for 25% of the stops.
Tag 2	Tag team another tour with an exec. This time you are responsible for 75% of the stops.
Exec Shadow	Give a solo tour to a group of prospective families while an exec shadows your tour.
Mingling 1&2 <sup>1</sup>	Mingle with families in the Visit Center before their presentation.
Presentation <sup>1</sup>	Shadow the presentation that prospective students attend before going on their tour.
Event Days	Attend two full event days; March 2nd and 3rd, 8am-3pm.
Security Clearances <sup>1</sup>	Complete all the required clearances to complete your training.

<sup>1</sup> Can be completed at any point in the training process after the training day, but must be completed before exec shadow.

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## Room Guide Commitment Form

*Please print out this form and bring a completed copy with you on to your interview between Monday, December 3rd to Saturday, December 8th if selected to participate in an interview or scan and attach it with your application.*

As a room guide, you are a representative of Drexel University. As a result, there are certain requirements that you are expected to fulfill:

- Show your room a minimum of one weekend event per term.
- Highlight the advantages of living in the residence halls and share your experience by conveying an exciting and positive overview of living in university housing.
- Answer questions pertaining to living in university housing and being a Drexel student.
- Your roommate(s) **must** agree to have your room shown during events. **They will need to be made aware of the times you are signing up to have the room shown.**
- Your room will be checked prior to any showing. Your room must be clean and presentable in order to fulfill this expectation of the Program.
- Above all remember – you are a very important part of the student's visit here and an important part of Drexel University.

*I, \_\_\_\_\_, have read the expectations stated above and agree to adhere to them. My room is located in \_\_\_\_\_ and my room number is : \_\_\_\_\_.*

ROOM GUIDE SIGNATURE

DATE

*I agree to have my room shown during weekend events. I understand that although my roommate is acting as the room guide, I am required to assist them in making the room presentable and available when needed.*

ROOMMATE SIGNATURE(S)

DATE

*If you have any questions regarding the Room Guide Commitment Form,  
please email [execamb@drexel.edu](mailto:execamb@drexel.edu) or call 215.895.1041*