



## Point University Student Ambassador Program Job Description

**Mission Statement:** The Student Ambassadors Program (SA) is designed to enrich and support Point University through various activities related to recruiting prospective students and welcoming special guests to the campus. Ambassadors introduce guests to the Point University experience, including the social, academic and spiritual aspects of the university while providing a positive experience for all University guests.

**Supervision:** Ambassadors will report directly to the Enrollment Office Manager (Elsie Widener).

**Requirements:**

1. Minimum GPA of 2.6.\*
2. Must have attended a minimum of one full semester prior to application.\*
3. Commitment period is one school year (August – May) and summer (May – August) will be on a need basis.
4. Responsible, reliable and consistent individual.
5. Enthusiastic and knowledgeable about Point University.
6. Excellent relational and listening skills with a variety of personalities and people.
7. Visionary in outlook and positive in attitude

\*Various requirements may be waived as deemed appropriate by the Dean of Enrollment Management.

**Student Ambassador duties include:**

**Campus Tour Guide**

- Give Campus Tours
- Work at Campus events: Starting Point, Point Preview, etc.
- Attend ambassador meetings and training sessions

**Tele-counselors**

- Call prospective student inquiries
- Data-Entry
- Various other duties as assigned by Admission staff

**Office Assistant**

- Answer and maintain general Admission e-mail account.
- Data-Entry
- Event preparation
- Various other duties as assigned by Admission staff

**Attire:**

- Ambassadors working in the office should always wear business-casual attire.
- For campus events, ambassadors should wear the assigned shirt and supplied nametag.

**Hours:**

Hours will be coordinated with class schedules and may vary depending on special events. Preferred work hours range between 9:30am – 4:00pm. Student workers can work a maximum of 20 hours per week depending on availability of hours.

**Attendance:**

Ambassadors are required to arrive on time for work. If an ambassador will be late or cannot come to work, they must contact Elsie as soon as possible. Hours will be flexible during midterm and finals week. Ambassadors are not required to remain on campus during Fall, Thanksgiving, Christmas, and Spring Breaks.



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## Program Application 2022-2023

Directions: Please complete all required fields and documents before returning to Elsie Widener (Enrollment Office Manager) in the Lanier Academic Center.

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please use check list below to ensure all application packet documents are completed before submitting.

No incomplete applications will be accepted.

- Application & Questionnaire
- 2 Letters of Recommendation\*
- Class Schedule & Activity/Sport Schedule

\*One Letter of Recommendation must be from a Point professor.

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Interview Date: \_\_\_\_\_



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

Birthdate? \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you live on campus?  Yes  No If yes, which living area? \_\_\_\_\_

Are you involved with a church?  Yes  No

If yes, what church? \_\_\_\_\_

Degree and Program of Study: Please check the degree that you are pursuing at Point and list your program of study.

BS \_\_\_\_\_

BA \_\_\_\_\_

BBA \_\_\_\_\_

Current Point University GPA: \_\_\_\_\_

Expected Graduation Year: \_\_\_\_\_

Have you attended any other university? If yes, where? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you a member of any other organization on campus? If yes, what? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you currently or plan to be employed during the 2022-2023 year? If yes, where? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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

**Prior Work Experience:**

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:**

If offered a position, I will faithfully carry out the responsibilities in which I am being considered for as outlined in the job description. It is agreed that my signing of this document verifies that the information included within the application is valid and true and submitting this application for employment does not obligate Point University Admission Office to grant my employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Student Ambassador Questionnaire**

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**Please grade yourself on a scale of 1-10 in the following areas with  
1 being poor and 10 being outstanding.**

\_\_\_ Attitude

\_\_\_ Organizational Skills

\_\_\_ Public Speaking

\_\_\_ Self-Motivation

\_\_\_ Communication Skills (Written)

\_\_\_ Team Oriented

\_\_\_ Interpersonal Communication

\_\_\_ Work Ethic

\_\_\_ Time Management

\_\_\_ Computer Skills

\_\_\_ Leadership

\_\_\_ Cultural Awareness /Cultural Competency