

College of Arts and Sciences Ambassador Application

Return your completed application with supporting documents to Arts & Sciences Advising Services located in 313 Ayres Hall

The Ambassador Application DEADLINE is 5:00pm, Wednesday, February 28th

Applicant name:	
Student ID number:	
Primary Major:	
UT Email address:	

Please read the information below carefully before applying:

CAS Ambassadors serve for recruitment and education efforts with the College of Arts and Sciences. Primary responsibilities include:

- Attending Admissions events on behalf of the College of Arts and Sciences
- Assisting with campus visits for advising and academic meetings
- Enrollment in and successful completion of the Ambassador training course
- Providing the Dean with feedback and student perspectives

To be considered, applicants must have successfully completed one semester of coursework in the College of Arts and Sciences with at least a 2.75 GPA at the time of application. Applicants must be full-time, degree-seeking undergraduate students with a declared **primary** major in the College of Arts and Sciences. Exceptions may be made for Exploratory students or students with a secondary major in Arts and Sciences based on circumstances. See the Ambassador coordinator for more information.

There is a mandatory Fall Training Retreat in August. Applicants unable to attend this event will not be selected.

Desired qualifications:

- Demonstrated leadership skills
- Public speaking experience
- Strong oral and written communication skills
- Independence and reliability

The CAS Ambassador Program is an opportunity for students to gain professional experience by serving as official representatives of the college. For that reason, other requirements include:

- Minimum commitment of 30 hours per semester (including training and travel)
- Close communication with the department/program of your major
- Strong ethical character when sharing information on behalf of the college
- Responsible use of digital communications, including email and social media

The college rewards Ambassadors for their hard work and service in the following ways:

- New Ambassadors will be paid \$9.00/hour
- Business cards and promotion materials will be provided
- Spring appreciation dinner
- CAS Ambassador uniform (2 polos and 1 jacket) purchased by the College

APPLICATION INFORMATION

I. Resume

Please attach a resume that describes your work experience, college organization/activities, and honors and awards.

II. Personal Introduction

Written statement about yourself in 200 words or less. You may share whatever you like. Suggested topics include rationale for your major, interests outside of the classroom, long-term goals, or your reason for applying to this program.

III. Scheduling Issues

If you have other commitments (organizations, study abroad, personal commitments), please share those at the bottom of your personal introduction.

IV. References

Please list the names, phone numbers, and email addresses of **one UT faculty member and one other non-family member** who would be willing to serve as character references. *You must also obtain signatures of those faculty members.*

Name	Relationship to Applicant	Email Address	Signature

- V. Upon completing the application, print it and sign it below. Your signature is your acknowledgement that the information provided is accurate and truthful, and that you read, understand, and agree to the information in the following:

I understand that all in this application become the property of the College of Arts and Sciences Office of the Dean. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicant's request. This procedure complies with the Family Rights and Privacy Act of 1974.

I wish to submit this application for the position of CAS Ambassador. I am aware of the responsibilities of the position as specified, and I fully intend to fulfill each one to the best of my ability if selected. I possess the minimum qualifications required for this position as specified on this form, and all information provided herein is accurate.

I understand that my signature below authorizes the Arts and Sciences Dean's Office to review my disciplinary file in the Office of Student Conduct and my transcript for verification of my grade point average.

Signature: _____ Date: _____

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability of veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (ORD), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865)-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordination at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

Thank you for your interest in joining the College of Arts and Sciences Ambassador Program. For any information, please contact the Ambassador Program Coordinator, Jeff Elliott, by email at jeff@utk.edu.