

Admissions Student Tour Ambassador Application

Department:	Office of Admissions
Division:	Enrollment Management
Position: Student	Tour Ambassador
Tasks & Responsibilities:	Assist with the coordination and implementation of campus tours.

Qualifications:

1. Tour Ambassadors must have completed a minimum of 12 semester hours at SIUE and be enrolled in at least 12 semester hours at the time of appointment.
2. Tour Ambassadors must maintain a minimum cumulative GPA of 2.5.
3. Tour Ambassadors must remain in good financial standing with the University.
4. Tour Ambassadors must remain in good academic and disciplinary standing with the University.
5. Tour Ambassadors must be available to assist the Office of Admissions during all required programs outlined below.

Benefits:

- Eligibility to purchase one (1) green parking pass (based on availability)
- Receive official university polo & nametag
- Priority registration

Position Requirements:

Training

Tour Ambassadors will be required to attend one (1) training sessions during each semester of appointment. The Coordinator of the Tour Ambassador program, along with the Executive Board Tour Ambassadors, will lead these training sessions for Campus Visit Programs.

Campus Tours

Campus Tours are offered through the Office of Admissions on the dates and times below. Tour Ambassadors must be available to give at least one (1) campus tour each week, as well as three (3) additional special events tours per semester, as needed.

Mondays and Fridays: 10:00 am, 12:00 pm & 2:00 pm
Tuesdays: 12:00 pm & 2:00 pm
Wednesdays: 10:00 am & 2:00 pm
Thursdays: 10:00 am & 12:00 pm
Select Saturdays: 11:00 am & 12:30 pm

Special Events (including, but not limited to)

Preview SIUE

Preview SIUE is a campus-wide open house hosted by the Office of Admissions. Preview SIUE is designed to give prospective students an opportunity to learn more about SIUE and assist prospective students in making informed decisions regarding college selection. Preview SIUE campus tours are on the dates and times below.

Monday, February 17, 2020; 11:00 am – 2:00 pm
Monday, March 2, 2020; 11:00 am – 2:00 pm
Monday, June 22, 2020; 11:00 am – 2:00 pm

**Note: Campus tours will depart every 30 minutes.*

Explore Days

Explore Days are tailored to specific academic areas, so student get a more in-depth look at what a program has to offer. Students will (1) interact with faculty and staff from a specific academic area; (2) learn about various ways to get involved; (3) tour SIUE and a residence hall; and (4) speak with representatives from the Office of Admissions and Student Financial Aid.

School of Nursing Explore Day – Saturday, September 12, 2020
School of Pharmacy Explore Day – Saturday, October 10, 2020
School of Engineering Explore Day – Saturday, November 7, 2020

Explore Days

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Chicago Bus Tour

Chicago area students who have been admitted to the university for the Fall semester will have the opportunity to visit campus and interact with current SIUE students. Ambassadors are asked to help with this program by conducting tours, participating on student panels, and interacting with prospective students.

Sunday April 5-Monday April 6, 2020

General Responsibilities:

Tour Ambassadors volunteer their time to assist the Office of Admissions in introducing prospective students, families, friends, and guests to the SIUE campus. Tour Ambassadors are responsible for conducting campus tours for the Office of Admissions and give prospective students an idea of what it is like to be a student at SIUE. Tour Ambassadors are responsible for conducting one (1) campus tour per week and three (3) special event tours per semester. Tour Ambassadors are also expected to assist at various campus visit programs throughout the academic year.

Tasks and Responsibilities:

1. Give Campus Tours

Tour Ambassadors are required to give at least one (1) campus tour per week during the fall and spring semesters. Campus tours are offered Monday through Friday at 10:00 am, 12:00 pm & 2:00 pm. Tour Ambassadors are also required to give at least one (1) Saturday campus tour per semester. Saturday campus tours are offered on select Saturdays at 11:00 am & 12:30 pm.

2. Complete Campus Tour “Thank You for Visiting” Postcards

Tour Ambassadors are required to complete Campus Tour “Thank you for Visiting” Postcards after each campus tour to thank the prospective student for visiting campus.

3. Preview SIUE Tours

Tour Ambassadors are required to give at least one (1) campus tour at one (1) Preview SIUE Day per semester. There are four (4) Preview SIUE dates throughout the academic year.

4. Explore Day Tours

Tour Ambassadors are required to give at least one (1) campus tour at one (1) of the Explore Academic Excellence Days. Explore Days are offered on select Saturdays.

5. University Representative

Throughout the position, student Tour Ambassadors act as a resource to assist prospective students, parents, friends, and guests during their Campus Visit. At all times, student Tour Ambassadors are expected to act in a manner that upholds the [Mission, Vision and Values of SIUE](#).

6. Training

Tour Ambassadors will receive extensive training prior to giving a full campus tour. The Coordinator of the Tour Ambassador program, along with the Executive Board Tour Ambassadors, will lead the training sessions for New Student & Campus Visit Programs. During Tour Ambassador training, Tour Ambassadors will learn many concepts including, but not limited to:

- *Mission of New Student Programs and the Office of Admissions*
- *Expectations During Each Tour*
- *Professionalism, Ethics & Confidentiality*
- *Absence, Tardiness and Discipline Policies*
- *University Policies*
- *University Housing Information & Policies*

Tour Ambassadors will be required to attend one (1) training session each semester of appointment. Tour Ambassadors will be required to shadow three (3) campus tours led by our Executive Board Tour Ambassadors and will also be required to give one (1) campus tour shadowed by an Executive Board Tour Ambassador.

Office of Admissions
Student Tour Ambassador Application

Return to the Office of Admissions (Rendleman Hall 2101) or Ramón DeShazer (rdeshaz@siue.edu or 618/650-5937).

Please submit your résumé as a supplementary document to your application for candidacy.

Full Name: _____ **800**
Last First Middle Student ID Number

Address: _____
Local Street Address Apartment/Unit #

Local City Local State Local Zip Code

Contact: _____ **@siue.edu**
Cell Phone Number SIUE Email Address

Academics: _____
Major(s)

Mino(s)

High School Attended Hometown and State

SIUE Classification (e.g., Freshman, Sophomore, Junior, Senior, or Graduate)

Misc.: _____
Languages Spoken (other than English)

Referred By

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED OR BY ATTACHING TYPED RESPONSES.

Why are you interested in serving as a SIUE Tour Ambassador?

What do you hope to gain from serving as a Tour Ambassador?

What are your philosophies of diversity, social justice, and leadership?

What are five (5) words that you would use to describe yourself?

What personal characteristics do you possess that would positively contribute to the success of the SIUE Office of Admissions and Tour Ambassador teams?

Do you have any other responsibilities that will conflict with the time requirements of this position (detailed in position description)?

YES NO

If you answered "Yes," please explain below:

Is there anything further you would like us to know about you as we consider your application?

Please list two (2) SIUE faculty and/or staff members who could provide reference information on your behalf.

Reference 1

Reference 2

Name/Title

Name/Title

Phone

Phone

Relationship to Student

Relationship to Student

Authorization for Access to Records

To ensure fairness to all applicants, we request the right to check your Grade Point Average (GPA), University Student Code of Conduct Record, and University Housing Discipline Status.

By signing this document, I consent to grant hiring officials access to aforementioned information.

Certification

By signing below, I hereby attest that all information presented in this application is (1) of my own personal making, (2) true, and (3) accurate to best of my knowledge. I also understand that providing inaccurate information, withholding requested information, or providing false information are grounds for ineligibility of candidacy. **I grant consent to the Office of Admissions, Assistant Director for Campus Visits and Outreach, and Coordinator for the Tour Ambassador Program to obtain my disciplinary records from the Office of Student Affairs.**

I also certify that I have read the Tour Ambassador position description prior to completing this application.

Print Name: _____

Signature: _____ **Date:** _____