

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
Daily Campus Visits

Department: Office of Admissions, Daily Campus Visits

Division: Enrollment Management

Position: Tour Ambassador

Tasks & Responsibilities: Assist with the coordination and implementation of campus tours and prospective student events

Qualifications:

1. Tour Ambassadors must have completed a minimum of 12 semester hours at SIUE (by the end of Fall '18) and be enrolled in at least 12 semester hours while in the position.
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.
5. Tour Ambassadors must be available to assist the Office of Admissions during all required hours (see below).

Benefits:

- Eligible to purchase green parking pass
- Receive official university polo & nametag
- Priority registration

Hour Requirements of the Position:

Training

Tour Ambassadors will be required to attend one (1) training session in their first semester with the program. The Coordinator of Tour Ambassadors along with the Executive Board Student Ambassadors will lead this training session for Daily Campus Visits and prospective student events.

Campus Tours

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

Monday – Friday: 10:00 am, 12:00 pm & 2:00 pm
Select Saturdays: 11:00 am & 12:30 pm

Preview SIUE

Preview SIUE is a campus-wide open house hosted by the Office of Admissions. Preview SIUE is designed to give prospective students a feel for what SIUE is like, and help them make an informed decision about where to attend college. Preview SIUE campus tours are on the dates and times below.

October 8, 2018: 11:00-2:00 (depart every 30 minutes)
November 3, 2018: 11:00-2:00 (depart every 30 minutes)
November 12, 2018: 11:00-2:00 (depart every 30 minutes)

Explore Academic Excellence Days

Explore Academic Excellence Days are a great opportunity for prospective students to learn more about their academic area of interest. 2018 Academic Excellence Days dates are listed below.

Schools of Nursing September 15, 2018
School of Pharmacy October 13, 2018
School of Engineering November 10, 2018

General Responsibilities:

Tour Ambassadors volunteer their time to assist the Office of Admissions in introducing prospective students and families 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 one (1) campus tour per week during the fall and spring semester. Campus tours are offered Monday through Friday at 10 am, 12 pm & 2 pm. Tour Ambassadors are also required to give 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. These will be sent through the Office of Admissions from the Tour Ambassador thanking the prospective student for visiting campus.

3. Preview SIUE Tours

Tour Ambassadors are required to give one (1) campus tour at one (1) Preview SIUE Day per semester. There are four (4) Preview SIUE dates throughout the academic year. Preview SIUE campus tours will be from 11:00 am to 2:00 pm and depart every 30 minutes.

4. Explore Academic Excellence Day Tours

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

5. University Representative

Throughout the position, student ambassadors act as a resource to assist both parents and students during their Campus Visit. At all times, student 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 Tour Ambassadors along with the Executive Student Ambassadors will lead this training session for Daily Campus Visits and prospective student events. During Tour Ambassador training, Tour Ambassadors will learn many concepts including:

- *Expectations During Each Tour*
- *Professionalism, Ethics and Confidentiality*
- *Absence, Tardiness and Discipline Policies*
- *University Policies*
- *University Housing Information and Policies*

Tour Ambassadors will be required to attend one (1) training session in their first semester with the program. Tour Ambassadors will be required to shadow three (3) campus tours led by our veteran Tour Ambassadors and Tour Ambassadors will also be required to give one (1) campus tour shadowed by a Student Visit Ambassador.

Office of Admissions
Tour Ambassador - Application

Return to Office of Admissions, Rendleman Suite 2101 or dshield@siue.edu by September 28th, 2018, 4:30 PM
If you would like further information about the Tour Ambassador Program, contact Daniel Shields at
dshield@siue.edu or (618) 650-2726.

Name: _____ **Student I.D.:** _____

Local Address: _____

Permanent Address: _____ **Cell Phone:** _____

Current Major: _____ **Minor:** _____

Email: _____ **Current GPA:** _____

High School Attended: _____ **Year at SIUE:** _____

Languages Spoken (other than English) : _____ **Referred by?** _____

Please answer the following questions in the space provided or by attaching typed responses.

What is your motivation for applying to become a Tour Ambassador?

What do you hope to gain from your potential experience as a Tour Ambassador?

Please list your campus and community activities, including any awards received (you may attach a resume).

What personal characteristics do you possess that could contribute to the success of the SIUE team?

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 SIUE faculty and/or staff members who could provide reference information for you.

Name	Phone	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 permit hiring officials to access the aforementioned information.

Certification

This certification must be signed and dated by the applicant before action can be taken on this Tour Ambassador position application. I understand that withholding information requested on this application or giving false information may make me ineligible for this position. *I certify that the statements I have made on this application are correct and complete. I also certify that I have read the Tour Ambassador Position Description prior to completing this application.*

Print Name _____

Signature _____

Date _____

