



NWACC
NORTHWEST ARKANSAS
COMMUNITY COLLEGE

NWACC
Student Ambassador
& Activity Board

Application Packet
2009-2010

APPLICATIONS DUE,
April 7, 2009
AT 12:00 NOON IN THE STUDENT INFORMATION CENTER
Applications must be complete to be considered.

2009-2010
Student Ambassador & Activity Board
Position Description and Application

TITLE:

Student Ambassador & Activity Board

FUNCTION:

To serve as student leaders and assist the Student Services Team with new student orientation and registration and to facilitate the campus activities and objectives of the Student Ambassador & Activity Board (SAAB) program as outlined by the Director of Student Activities and Leadership. Individual members of the SAAB are viewed as part of an organization of student leaders at NWACC.

REPORTS TO:

Mary Odima, M. S.
Director of Student Activities and Leadership

DUTIES:

Campus Activities

- To plan and participate as an active member of all activities on campus and to support and encourage other students to become involved in campus activities including but not limited to the NWACC Speaker Series, Welcome Weeks, Spring Fling.
- To participate in an ongoing evaluation process regarding the campus activities program.

Student Registration

- To work with faculty and staff members, student leaders, and members of the administration to facilitate the success of all aspects of the registration process.
- To act as a paraprofessional in presenting and distributing information, to new students, about a variety of aspects regarding the Northwest Arkansas Community College campus throughout the registration period.

Additional Duties

- To represent NWACC at college and community functions
- To organize a high/middle school leadership day at NWACC
- To speak in the community about NWACC
- To serve as an ambassador of NorthWest Arkansas Community College in a variety of structured and informal formats
- To plan and participate in a community service project each semester.
- To act as a liaison between the student body and the administration, faculty, and staff by voicing issues that impact the student body
- To assist in writing articles for the student newspaper
- To serve on college committees
- To lead campus tours
- Other duties as assigned by the Director of Student Activities and Leadership and the Dean for Learner Development

(KEEP THIS PAGE FOR YOUR RECORDS)

QUALIFICATIONS:

- A SAAB applicant must be enrolled or plan to enroll for the current year at Northwest Arkansas Community College, have at least a **3.0 overall cumulative grade point average** (at the time of application) and plan to enroll full-time (at least 12 credit hours) for the tenure as a Student Ambassador & Activity Board member. No student may apply for or hold a SAAB position while on academic or disciplinary probation.
- All SAAB members must participate in the two-day training program for the position to be held.
- SAAB applicants must complete an application, provide three (3) letters of recommendation with names and phone numbers, and complete a three-phase interview process. **NOTE:** Students who have previously served as members of student leadership at NorthWest Arkansas Community College are not required to submit references, but must complete the application form.
Interviews will be scheduled the last week of April
- Student Ambassador & Activity Board will meet on a weekly basis, Friday mornings 10:00 a.m. – 12:00 noon. **SAAB members are required to participate in all meetings.**

COMPENSATION:

- Student Ambassadors will receive a twelve-hour in-district tuition waiver scholarship (not to exceed) unless otherwise stated. The scholarship may only be used during the semester of service and may not be transferred over to additional semesters (i.e. an ambassador may not use only 6 hours of the scholarship with the intent to “hold over” the additional 6 hours to a following semester). If satisfactory performance has not been achieved by mid-semester, the SAAB supervisor (Mary Odima) reserves the right to release the SAAB member from all duties and the remaining tuition payment will be the student’s sole responsibility. Performance evaluation will be based on many factors outlined in the SAAB contract. (A copy of the SAAB contract is available in the Director’s office)
- In addition to the scholarship, student members may receive the honor of being a student representative and peer role model and the knowledge that they are recognized as valuable members of the NWACC community. SAAB will have many opportunities throughout their tenure of service to develop and polish their public speaking, communication, organizational and leadership skills, which will be of life-long value to each participant.
- Student members are required to devote a minimum of 80-90 hours per semester to fulfill their contract.

EMPLOYMENT TERMINATION:

- A Student Board member's employment may be terminated if it is determined that he/she is not maintaining ethics befitting a paraprofessional, not performing satisfactorily, not able to work productively with other Student Services staff/faculty/registration/orientation/campus activities members, or jeopardizing the success of the program.

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**STUDENT AMBASSADOR & ACTIVITY BOARD APPLICATION
2009-2010**

❖ Name _____ ID or SSN # _____

❖ Address _____

❖ Phone number _____

❖ E-mail Address _____

❖ Degree Program _____

❖ Number of credit hours completed _____ Cumulative GPA _____
(If you have just completed high school please list your high school GPA)

❖ Number of semesters at NWACC (including present) _____

❖ Expected date of: transfer/completion/graduation (circle one) _____
(Fill in month & year)

❖ High School _____

City/State _____

❖ Other colleges/universities/vo-tech institutes attended:

_____ From _____ To _____ Degree _____

_____ From _____ To _____ Degree _____

❖ What are your educational goals? _____

❖ What are your professional goals? _____

❖ Please cite your experience in working with people and/or groups and organizations.

❖ Please list the personal qualities you possess that would contribute to your effectiveness as a Student Board Member. _____

❖ Employment history (most recent employer first):

Employer _____ Title _____

Address _____ Employed From _____ To _____

Reason for leaving _____

Employer _____ Title _____

Address _____ Employed From _____ To _____

Reason for leaving _____

❖ Please list organizations for which you are a member, or other activities in which you have been involved (include offices held and specific involvement, duties, etc.). Please, use additional paper if needed _____

❖ Please check the following questions “yes” or “no”.

____yes ____no I can commit to all of the requirements listed in the **Interview Schedule**

____yes ____no I can commit to all of the requirements listed in the **Training Schedule**

____yes ____no I can commit to all of the requirements listed in the **Meeting Schedule**

____yes ____no I do understand that, if selected, I must report for each training work shop and orientation session from May 15 & 16 2009, unless excused.

____yes ____no I do understand that my responsibilities as a SAAB Member will continue throughout the **Fall 2010 semester**.

____yes ____no I do understand that, if selected, my compensation will be no more than 12 hours of in-district tuition semester scholarship, unless otherwise stated.

____yes ____no I have read and understand the SAAB job description.

____yes ____no I am in good academic and disciplinary standing with NWACC.

I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

Signature of Applicant

Date

For additional information, please contact Mary Odima at 479-619-2224 or modima@nwacc.edu.

NORTHWEST ARKANSAS COMMUNITY COLLEGE
IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NorthWest Arkansas Community College
Student Services

Student Ambassador & Activity Board Reference Form

(Attention Applicant: Please fill out the information below, send it to the person providing the reference, and instruct them to mail the completed reference form to the address below.)

Name of SAAB applicant _____

Name of person providing reference _____

Address _____ Phone _____

Position/Title _____

Please complete the following:

____ I do waive my right of access to review the completed reference form.

____ I do not waive my right of access, therefore, I may review the completed reference form.

Signature of Applicant Date

Your name has been given as a reference by the applicant listed above, who is applying for a position as a Student Ambassador & Activity Board member in Student Services at NWACC. This position is an important element in the area of Student Services. Those selected to be Student Board members are in a unique position and will be involved with:

- ❖ Working with students, staff, and faculty in a variety of structured and unstructured formats.
- ❖ Representing NorthWest Arkansas Community College to new students.
- ❖ Presenting information concerning NWACC policies and procedures.
- ❖ Working independently and as a team member to provide quality programming for current and prospective students.
- ❖ Providing ongoing outreach programs for all students during the fall 2009 & spring 2010 semesters.
- ❖ Serve as representatives of NWACC in the college and community.
- ❖ Serve on College Committees.

The SAAB position calls for a person with a high degree of maturity and flexibility and one who has exhibited significant leadership ability. These requirements would also suggest that the person have the ability to communicate effectively with a diverse population of students, faculty and staff. We would appreciate your cooperation in completing the reverse side of this recommendation form. Please, respond candidly while offering your personal knowledge and insight about the candidate.

Mary Odima, M.S.
Director of Student Activities and Leadership
NorthWest Arkansas Community College
One College Drive
Bentonville, AR 72712
Telephone: (479) 619-2224 FAX: (479) 619-4346 modima@nwacc.edu

❖ My personal insights and general comments regarding the applicant are as follows:

❖ Would you hire this applicant? ___yes ___no ___doubtful

❖ What is your relationship to the applicant (professor, friend, former employer, etc.)? _____

❖ How long have you known the applicant? _____

Signature of Person Completing Reference

Date

NOTE: This recommendation will be used only by Student Services personnel and solely for the staff selection process for the Student Ambassador & Activity Board. The applicant does have the right to review this recommendation (Buckley Amendment) unless he/she has waived their right of access.

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