Student Ambassador & Activities Board 2013-2014 Application Packet

Applications due Friday, April 5th at 12 Noon

Return applications to the Student Information Center
on the 1st floor of the NWACC Student Center
Or to
Zach Pharr, Interim-Director of Student Life
Northwest Arkansas Community College
One College Drive
Bentonville, Arkansas 72712

Late applications will not be accepted. Applications must be complete to be considered.

2013-2014
Student Ambassador & Activities Board
Position Description and Application

TITLE:
Student Ambassador & Activities Board

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

REPORTS TO:
Director of Student Life

DUTIES:

Campus Activities
- To plan all student activities on campus, actively participate in events, and to support and encourage other students to become involved in campus activities.
- To participate in an ongoing evaluation process regarding the campus activities program.

Campus Tours
- To give campus tours to prospective students.
- To coordinate campus tours with the Student Information Center.

Student Registration
- To work with faculty, staff, 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 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 assist in writing articles for the student newspaper.
- To serve on college committees.
- To perform other duties as assigned by the Director of Student Life and the Dean of Learner Support Services.

QUALIFICATIONS:

- SAAB applicants must be enrolled or plan to enroll for the 2013-2014 academic year at NorthWest Arkansas Community College, have at least a **2.75 overall cumulative grade point average** (at the time of application) and be enrolled or plan to enroll in at least twelve credit hours.
- No student may apply for or hold a SAAB position while on academic or disciplinary probation.
- SAAB applicants must complete an application and provide two (2) completed recommendation forms. Finalists will be asked to participate in group and individual interviews. Interviews will be scheduled for Friday, April 5 and on Friday, April 19. Attendance at these interviews is required of all designated applicants.
- All selected SAAB members must participate in a three day training retreat on ***Tuesday, May 14 through Thursday, May 16.***

EXPECTATIONS:

- The Student Ambassador & Activities Board conducts meetings on a weekly basis, Friday mornings 10:00 am – 12:00 noon. ***All SAAB members are required to participate in all meetings.***
- SAAB members must have two office hours per week to be used for SAAB business or giving campus tours.
- SAAB members are required to devote a minimum of 90 hours per semester to fulfill their contract.
- All SAAB members are required to assist with at least 7 sessions of Orientation over the summer.
- SAAB members will also perform other duties as assigned by advisor.
- SAAB members will represent NorthWest Arkansas Community College in a positive manner at all times.
- SAAB members will work well with other Student Ambassadors, community members, and NWACC staff, faculty, and students.

COMPENSATION:

- Student Ambassadors will receive a scholarship in the amount of $900 per semester . The scholarship may only be used during the semester of service and may not be transferred over to additional semesters. If satisfactory performance has not been achieved by mid-semester, the SAAB advisor 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 as outlined in the SAAB contract. (A copy of the SAAB contract is available in the Office of Student Life.)
- In addition to the scholarship , SAAB members may receive the honor of being a student representative and peer role model. SAAB members will have many opportunities throughout their tenure of service to develop and polish their public speaking, communication, organizational, and leadership skills
- A Student Ambassador & Activities 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 NorthWest Arkansas Community College staff/faculty/students, or jeopardizing the success of the program.

STUDENT AMBASSADOR & ACTIVITIES BOARD APPLICATION
2013-2014

Name _____ NWACC Student ID # _____

Address _____

_____

Phone number _____ NWACC E-mail Address _____

Degree Program _____

Number of college 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) YEAR:_____

High School _____ City/State _____

Other colleges/universities/vo-tech institutes attended:

_____ From _____To _____ Degree _____

_____ From _____To _____ Degree _____

Why do you want to join the Student Ambassadors & Activities Board ?_____

_____

_____

_____

Why did you choose to attend NorthWest Arkansas Community College?_____

_____

_____

_____

What are your educational goals? _____

_____

_____

What are your professional goals? _____

_____

_____

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

_____

_____

_____

Please list the personal qualities you possess that would contribute to your effectiveness as a SAAB Member.

_____

_____

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.

_____

_____

_____

Employment history (most recent employer first):

Employer _____ Title _____

Address _____ Employed From _____To _____

Reason for leaving _____

Employer _____ Title _____

Address _____ Employed From _____To _____

Reason for leaving _____

Do you plan to work if selected to join SAAB? If so, how many hours per week? _____

Please mark the following questions "yes" or "no".

____Yes ____No If selected as a finalist, I can commit to attend individual interviews on Friday, April 5 and a group interview on Friday, April 19.

____Yes ____No I can commit to attend the SAAB retreat May 14 through 16, 2013.

____Yes ____No I can commit to attending **all** SAAB weekly meetings on Fridays from 10:00 am—12:00 noon.

____Yes ____No I can commit to assist with 7 sessions of NWACC Orientation over the summer.

____Yes ____No I understand that my responsibilities as a SAAB Member will continue throughout the 2013-2014 academic year.

____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
Zach Pharr
Interim-Director of Student Life
at (479) 619-2664 or zpharr@nwacc.edu

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

NorthWest Arkansas Community College

Student Ambassador & Activities Board Reference Form

Attention applicant: Please fill out the information below, give it to the person providing the reference, and instruct them to return the completed reference form to the address at the bottom of the page.

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 & Activities Board member in Learner Services at NWACC. This position is an important element in the area of Learner Services. Those selected to be Student Ambassador and Activities 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 summer 2013, fall 2013, & spring 2014 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, flexibility, and 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 second page of this recommendation form. Please respond candidly while offering your personal knowledge and insight about the candidate.

Zach Pharr
Interim-Director of Student Life
NorthWest Arkansas Community College
One College Drive
Bentonville, AR 72712
Phone: (479) 619-2664 Fax: (479) 619-4324
zpharr@nwacc.edu

NorthWest Arkansas Community College

Student Ambassador & Activities Board Reference Form

Why do you consider the applicant a good fit for the Student Ambassador & Activities Board?

_____

_____

_____

_____

Would you hire this applicant? ____ Yes ____ No Why? _____

_____

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

_____

How long have you known the applicant? _____

_____

Please rate the applicant on the following traits (1 is the lowest and 5 is the highest):

Initiative				
1	2	3	4	5
Interpersonal skills				
1	2	3	4	5
Reliability				
1	2	3	4	5
Ability to positively represent NorthWest Arkansas Community College				
1	2	3	4	5

Any additional comments: _____

_____

_____

_____ _____

Signature of Person Completing Reference Date

NOTE: This recommendation will be used only by Learner 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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- 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 2010 & spring 2011 semesters.

- Serve as representatives of NWACC in the college and community.

- Serve on College Committees.

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