

Ambassador Job Description

The Dale Bumpers College of Agricultural, Food and Life Sciences Student Ambassador program was established as an effort to enhance student development and leadership skills within the College. The program fosters interaction among Bumpers College student organizations, provides liaisons between the College Dean's Office, and acts as a student recruitment and student experience tool.

Ambassadors work with both on-campus and off-campus recruiting activities. As representatives of the College, they portray to prospective students, parents, and alumni the philosophy and benefits of enrollment in the Dale Bumpers College of Agricultural, Food and Life Sciences at the University of Arkansas. Selected applicants will also serve as a means to enhance the overall Bumpers Student Experience. Student ambassadors will co-host activities with college student organizations and with the College Dean's Office. Ambassadors will receive a scholarship for the academic year (paid by semester) of their appointment. Appointments will be re-evaluated at semester break.

Qualifications:

- a. Must be enrolled in the Dale Bumpers College of Agricultural, Food and Life Sciences at least 1 full semester prior to beginning the position in the fall semester.
- b. Must have attended the University of Arkansas for at least 1 semester.
- c. Must have a minimum cumulative GPA of 2.75.
- d. Must have prior active membership in at least one college or campus organization.
- e. Must excel in verbal and written (including electronic) communication skills.
- f. Must have a strong and positive feeling about the University of Arkansas and the Dale Bumpers College.
- g. No student may apply or hold an ambassador position while on academic warning/suspension or disciplinary probation.
- h. An ambassador may be terminated if it is determined that they are not maintaining ethics befitting a professional, not performing satisfactorily, failing to communicate with the lead ambassador or staff advisor(s), is not able to work productively with other ambassadors and staff members, or is jeopardizing the success of the program.
- i. Returning ambassadors must notify the staff advisor(s), update their applications, and receive departmental approval.

Objectives:

- a. To encourage leadership, teamwork, and cooperation among student groups within the Dale Bumpers College of Agricultural, Food and Life Sciences.
- b. To facilitate the sharing of ideas and resources among student groups by attending or participating in club events and meetings.
- c. To serve as representatives of the Dale Bumpers College and enhance recruitment activities and the student experience activities college-wide.
- d. To educate the student population on the goals and activities of the student organizations within the College.
- e. To learn valuable leadership skills through interaction with student leaders and members of the University of Arkansas and industry leaders.

Roles and responsibilities:

The position requires a weekly commitment of approximately 3 hours, and includes:

- a. Participation in the Commencement Ceremony to assist with guests and staff activities, unless the ambassador is a graduating senior.
- b. Participation in the spring retreat held annually in April.
- c. On the scheduled day and time, attend one hour ambassador meetings.
- d. Complete two office hours/week in the Dean's Office or participate in an ambassador sponsored event or pre-approved departmental activity.
- e. Attend ALL events the ambassador team sponsors.
- f. Serve as a liaison with department club presidents and Department Heads to the Dean's Office staff.
- g. Assist with the recruitment and retention efforts on behalf of the College including but not limited to:
 - a. Emailing, calling, and writing prospective students
 - b. Meeting with prospective students on campus
 - c. Visiting *at least* two high schools during the academic year
 - d. Attending local college fairs
 - e. Traveling to expos and conventions
 - f. Being a visible and engaged student leader within the College
 - g. Other recruitment and retention related tasks as needed
- h. Assist the Bumpers College Dean's Office staff with regularly scheduled meetings and events, as well as other periodical tasks.
- i. Serve on the Bumpers Student Experience Committee as it relates to the overall student experience in the Bumpers College and the College retention.
- j. Assist the Student Services team as needed.

Selection process:

- a. Interested students must complete an application form and submit all materials to the Coordinator of Undergraduate Student Recruitment at dgduncan@uark.edu no later than ***Friday, February 28th at 4PM.***
- b. Once your application has been reviewed to verify you meet the qualifications, you will be contacted to schedule an interview. A second interview may be scheduled as needed.
- c. Final offers will be made during the last week of March (at the latest).

Questions?

Contact Dausen Duncan, Coordinator of Undergraduate Student Recruitment at 479-575-2253 or dgduncan@uark.edu.

NOTE: All ambassadors must be available to attend the Spring Ambassador Retreat April 17-18.