University Ambassador Application Checklist

The following items must be submitted to apply. Incomplete or late applications will not be considered.

- **Ambassador Application**
  
  Found at [http://www.utah.edu/futurestudents/StudentAmbassadors.php](http://www.utah.edu/futurestudents/StudentAmbassadors.php)

- **University of Utah Human Resources Application**
  
  Link to this application at [http://www.utah.edu/futurestudents/StudentAmbassadors.php](http://www.utah.edu/futurestudents/StudentAmbassadors.php)
  or available at [http://www.employment.utah.edu/students/index.html](http://www.employment.utah.edu/students/index.html)

- **Resume**
  
  Email to ambassadorsqa@sa.utah.edu

- **Two Letters of Recommendation**
  
  Emailed directly from references to ambassadorsqa@sa.utah.edu

- **Transcripts (You must currently have and maintain a 3.0 GPA)- Unofficial transcripts will be accepted.**
  
  Email to ambassadorsqa@sa.utah.edu

- **Writing Sample**
  
  Please provide a 1-page, reflective sample of your writing abilities on the appropriate topic below:
  
  - NEW AMBASSADORS: What I hope to learn and gain from my experience as a University Ambassador
  - RETURNING AMBASSADORS: What I have learned and gained from my experience as a University Ambassador
  
  Email to ambassadorsqu@sa.utah.edu

- **Video Presentation**
  
  Please prepare a 5 minute YouTube presentation as part of your application.
  
  Email the link to ambassadorsqa@sa.utah.edu
  
  This video should cover the following:
  
  - Name
  - Current School
  - Why you are interested in being a University Ambassador
  - What makes you qualified to be a University Ambassador

  Additional items to consider:
  
  - Interest of study
  - Hobbies/ Interests
  - Special Skills
  - Unique personal attributes
  - Your love for the U
  - Tell us all about YOU
  - Etc.
  
  **GET CREATIVE!**

  The purpose of this video is to see your personality, creativity and presentation skills, not to evaluate your video editing abilities. This essentially will serve as your cover letter. We are looking for story tellers to tell your story as well as the University of Utah story.

Please submit all documentation via email to ambassadorsqa@sa.utah.edu

*Please place "<<YOUR FIRST AND LAST NAME_ Ambassador Application_13 14>>" in the subject line of all emails.

**EXAMPLE:** John Doe_ Ambassador Application_13 14

All documentation must be received by Friday, April 12, 2013 before 5:00pm MST

For questions or concerns please contact Nick Robbins at nrobbins@sa.utah.edu

**Timeline**

- Application and supplemental documentation due by: April 12, 2013
- Application and video Review: April 15-19, 2013
- Phone interviews 22-25, 2013
- Invitations for on-campus interviews extended: April 29, 2013
- On-campus interviews: May 11, 2013 (this will be an all-day, on-campus event; please plan accordingly)
- Skype interviews (for out of state students only): May 7-9, 2013
- Final review and selection process: May 13-17, 2013
- Notifications distributed: May 20, 2013
- Acceptance notifications due by: June 28, 2013
- A multi-day, mandatory training will be held in mid-August. Exact dates will be included in your notification letters.