



## Illinois Eastern Community Colleges 2025-2026 Student Ambassador Application Due March 14, 2025

### **Purpose**

Illinois Eastern Community Colleges Student Ambassadors are trained student leaders who are responsible for promoting unity and engagement among the IECC student body; recruiting prospective students; and promoting district- and campus-wide events, activities, and programs. Student Ambassadors act as valuable sources of information and liaisons between students, staff, and faculty. This program, which brings together students from various academic disciplines, serves to enrich and enhance leadership and communication skills, personal growth, and professional development while creating long-lasting connections to Illinois Eastern Community Colleges.

### **Benefits of Becoming a Student Ambassador**

- Unparalleled experience in public relations (meeting people, public speaking, representing the college) which develops the skills and confidence vital to success in job interviews and career advancement.
- Opportunity to work with and learn from Illinois Eastern Community Colleges staff.
- Broaden contacts among faculty, staff, students, and administration, and build an assortment of references upon graduation.
- Opportunities to develop leadership skills and a professional resume.
- Receive a scholarship to cover up to 16 credit hours of each semester while working as an IECC Student Ambassador.
- FCC Student Ambassadors will receive \$400 towards textbooks each semester.

### **Student Ambassador Responsibilities**

The Illinois Eastern Community Colleges Student Ambassadors represent IECC, both on and off campus. Responsibilities include, but are not limited to:

- Develop an extensive knowledge of Illinois Eastern Community Colleges.
- Participate in opportunities and encourage students to be actively involved on campus.
- Connect with students who have specific questions about our campus community.
- Attend regular meetings and training workshops.
- Participate in new student orientation and first-year experience activities.
- Provide campus tours to prospective students and their families.
- Assist with a variety of office-related tasks.
- Advance the ideals of higher education through community outreach and service efforts.

## Criteria for Selection

### *Skills required:*

- Demonstrate a sincere desire to represent Illinois Eastern Community Colleges.
- Exhibit strong communication (written and oral) and interpersonal skills.
- Exhibit leadership, initiative, dependability, discipline, flexibility, enthusiasm, passion, and the ability to work well with others.

### *Additional requirements:*

- Must be enrolled in at least 12 IECC credit hours during the Fall and Spring terms.
- Must have completed the FAFSA.
- Must maintain a minimum cumulative G.P.A. of 3.0.
- Must be willing and available to attend IECC events and activities.
- Must be willing to be subjected to a background check and/or drug screening.

## Selection Process

All students that encompass the aforementioned skills and meet the above criteria for selection are welcome to apply to become a Student Ambassador.

The selection process will consist of two components:

1. A typed and completed application complete with three references.
2. A one-on-one interview with the selection committee.

## Academic Success

Grades are just a factor in the selection of Student Ambassadors. The selection committee will review each application in its entirety; meaning academic accomplishments will be considered along with applicants' responses to written and interview questions. Students must possess a minimum cumulative G.P.A. of 3.0 for consideration. Additionally, it is imperative that Student Ambassadors remember that they are students first. If a student fails to maintain the 3.0 G.P.A., the student will be terminated as an ambassador and lose his/her scholarship.

## Course Load

Students must be enrolled in at least 12 IECC credit hours per term (Fall and Spring).

## Leadership and Communication

Student Ambassadors are expected to be engaged and active on campus. The written and interview processes are designed to assess each candidate's leadership and interpersonal communication abilities. Student Ambassadors will represent IECC, on and off campus; therefore, each student should have the capacity to effectively communicate and lead others.

Illinois Eastern Community Colleges will provide leadership and communication training before

assuming duties as a Student Ambassador.

### **Ethical Standards**

Student Ambassadors represent the IECC student body. They are expected to maintain the highest standards of academic honesty and responsible behavior required by IECC. Students are expected to always adhere to the IECC code of conduct. If a student fails to adhere to the code of conduct, appropriate actions will be taken in accordance with the standards of conduct expressed in the IECC student handbook. This could potentially result in termination from your role as a Student Ambassador and the student will be responsible for the full payment of their tuition.

### **Dress Code**

As an Ambassador to Illinois Eastern Community Colleges, you will receive appropriate IECC attire to wear while attending campus and community events. You are expected to dress appropriately for each event.

### **Attendance Policy**

*Each academic year, each Student Ambassador is expected to attend all on-campus recruiting events, and a variety of college and career fairs at local high schools and community events* in their entirety, unless the event requires service in shifts or the event conflicts with your course schedule. *Students are expected to communicate expected absences at least 7 days prior to the event.* Expected absences are defined as doctor's appointments, travel plans, conflicting academic engagements, or any other occurrences that the Student Ambassador is aware of in advance. Student Ambassadors are expected to communicate unexpected absences as soon as they occur; up to 2 hours prior to the start of an event. Unexpected absences are defined as sudden illness, transportation issues, or other emergency situations that one would not have advance notice of. Excessive absences, especially without proper notification, may result in suspension or removal as an ambassador and the Student Ambassador will be responsible for the full payment of their tuition.

### **Time Commitment**

*Applicants for the Student Ambassador program will only be considered if they can meet time commitments required of this position.* A tentative event calendar will be distributed at the initial training workshop. Events may change at any time. The initial training workshop will be offered at a time that works into the schedule of the future Ambassadors. Also, additional obligations may arise, but due notice will be given in order to assure you have adequate time to work such events into your schedule.

Student Ambassadors will serve one year, which will consist of the Fall and Spring terms of the upcoming academic year. Students will be required to work a minimum of 112 hours throughout the semester, which is approximately 7 hours per week on campus or at events.

### **Instructions for Application:**

Please print and return your completed application to:

Illinois Eastern Community Colleges  
Attn: Carrie Halbert (FCC)  
2 Frontier Drive  
Fairfield, IL 62837

Or turn it in at the Student Services office at your nearest campus; you may email the application to [halbertc@iecc.edu](mailto:halbertc@iecc.edu) , by **March 14<sup>th</sup>, 2025**

***To apply, please complete and submit the following:***

1. Completed application form. (Pages 5-7)
2. Completed typed responses to Student Ambassador Questionnaire. (Page 8)
3. Three recommendation forms completed by your three references. (Pages 9-10)



## Illinois Eastern Community Colleges 2025-2026 Student Ambassador Application

APPLICANT CONTACT INFORMATION		
Name:		
Student ID # (Current Students Only):	Cell phone:	Email:
Current address:		
City:	State:	ZIP Code:
Emergency Contact (Provide name & contact #):		
ACADEMIC INFORMATION		
Major:	Current G.P.A.:	

**What Campus are you attending?**

- Frontier Community College     Lincoln Trail College  
 Olney Central College     Wabash Valley College

**How did you learn about the Student Ambassador opportunity?**

- IECC Facebook     IECC Website     Advisor     High School Counselor  
 Friend     Bulletin Board     Student Services     Other: \_\_\_\_\_

**Please grade yourself in the following areas. Use the following scale.**

**3=Good**

**2=Average**

**1=Needs Improvement**

- |                                    |   |
|------------------------------------|---|
| ___ Attitude                       | ___ Organizational Skills                     |
| ___ Public Speaking                | ___ Self-Motivation Team                      |
| ___ Communication Skills (Written) | ___ Oriented                                  |
| ___ Interpersonal Communication    | ___ Work Ethic                                |
| ___ Time Management                | ___ Computer Skills                           |
| ___ Leadership                     | ___ Cultural Awareness or Cultural Competency |



## Illinois Eastern Community Colleges 2025-2026 Student Ambassador Application

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**Prior Work or Volunteer Experience:** Please begin with your most recent experience.

**Employer or Organization:** \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Your Title: \_\_\_\_\_

Description of your duties:

Reason for Leaving: \_\_\_\_\_

**Employer or Organization:** \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Your Title: \_\_\_\_\_

Description of your duties:

Reason for Leaving: \_\_\_\_\_

**Employer or Organization:** \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Your Title: \_\_\_\_\_

Description of your duties:

Reason for Leaving: \_\_\_\_\_

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**Please list any school or community activities you are involved with.**  
Examples: clubs, organizations, community service, etc. Please list the most recent items first.

Organization/Activity	Position	Dates
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**Do you have any other commitments during the upcoming academic year?**  
Examples: full or part-time job, student athlete, student clubs, etc. If so, please list:

**Do you have access to your own transportation?**  Yes  No

I certify that all the information provided on this application is accurate, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after duties as Ambassador begins. I also understand that incomplete applications may not be considered.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**Illinois Eastern Community Colleges  
2025-2026 Student Ambassador  
Questionnaire**

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**Please answer the following questions in one essay (500 words minimum) and attach to your application before submitting:**

1. Why are you interested in being a Student Ambassador?
2. What do you hope to contribute to the program?
3. What do you hope to gain from this experience?
4. What skills or experience do you have in relation to this position?
5. Why did you choose to attend an IECC college?
6. What are your educational or career goals in the next 2-5 years?





## Illinois Eastern Community Colleges 2025-2026 Student Ambassador Recommendation Form

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**Directions:** Please ask three individuals to complete a recommendation form on your behalf. No more than two individuals may be employees of IECC. *Each complete reference form must be emailed or mailed to the address below.*

Email to:

[halbertc@iecc.edu](mailto:halbertc@iecc.edu)

Mail to:

Illinois Eastern Community Colleges

Attn: Carrie Halbert (FCC)

2 Frontier Drive

Fairfield, IL 62837

Applicant Name: \_\_\_\_\_

Please answer the following questions: (Feel free to type your responses and/or write them on the back.)

1. How long have you known the applicant and in what manner did you interact with him/her?

2. Describe your experiences with the candidate:

3. Please rate the applicant on the following:

Attribute	Excellent	Above Average	Average	Below Average	Unable to Determine
Punctuality/ Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty/Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of IECC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Student Ambassadors are often the first contact that prospective students, families, and other community members encounter. Can this candidate successfully represent IECC? Why or why not?

5. Please share additional comments about the applicant's strengths and/or areas requiring development/improvement regarding the Ambassador position:

Reference Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Signature: \_\_\_\_\_



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