



## Olney Central College 2023-2024 Student Ambassador Application Due March 3, 2023

### **Purpose**

Olney Central College Student Ambassadors are trained student leaders who are responsible for promoting unity and engagement among the OCC 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 Olney Central College.

### **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 Olney Central College 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 16 credit hours of both semesters while working as an OCC Student Ambassador.

### **Student Ambassador Responsibilities**

The Olney Central College Student Ambassadors represent OCC, both on and off campus.

Responsibilities include, but are not limited to:

- Develop an extensive knowledge of Olney Central College.
- 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 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 Olney Central College.
- 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 OCC 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 the required amount of OCC 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
2. A one-on-one interview with the selection committee.

The selection committee will determine which candidates will receive interviews after carefully considering the applications submitted. Once interviews are completed, the selection committee will present the candidates' applications to the OCC President for final approval.

## **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 and be required to

## **Course Load**

Students must be enrolled in at least 12 OCC 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 OCC, on and off campus; therefore, each student

should have the capacity to effectively communicate and lead others.

Olney Central College will provide leadership and communication training before assuming duties as a Student Ambassador.

### **Ethical Standards**

Student Ambassadors represent the OCC student body. They are expected to maintain the highest standards of academic honesty and responsible behavior required by OCC. 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 catalog. 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 Olney Central College, you will receive appropriate OCC 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, 3 college and career fairs at local high schools, 4 community events and 2 priority deadline events at local high schools* 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 type and return your completed application to

Olney Central College  
Attn: Curtis Miller  
305 N West St,  
Olney, IL 62450

or turn it in at the Student Services office, or email to [miller3@iecc.edu](mailto:miller3@iecc.edu), by **March 3<sup>rd</sup>, 2023**

***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)



## Olney Central College 2023-2024 Student Ambassador Application

### APPLICANT CONTACT INFORMATION

Name:		
Student ID #:	Cell phone:	Email:
Current address:		
City:	State:	ZIP Code:
Emergency Contact (Provide name & contact #):		

### ACADEMIC INFORMATION

Major:	Current G.P.A.:
Credit Hours Enrolled for Fall:	

How did you learn about the Student Ambassador opportunity?

- OCC Facebook    
  IECC Website    
  Advisor    
  Campus News Flyer  
 Friend    
  Bulletin Board    
  Student Services    
  Other: \_\_\_\_\_

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

O=Outstanding     E=Excellent     G=Good     A=Average     F=Fair

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



# Olney Central College 2023-2024 Student Ambassador Application

**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

**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:

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**Please list at least three (3) references that are not related to you.**

- 1. \_\_\_\_\_ Phone: \_\_\_\_\_
- 2. \_\_\_\_\_ Phone: \_\_\_\_\_
- 3. \_\_\_\_\_ Phone: \_\_\_\_\_

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.

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Applicant's Signature

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Date



## Olney Central College 2023-2024 Student Ambassador Questionnaire

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**Important to note! All questions must be answered and typed** to complete the Student Ambassador application process, or your application will not be considered.

**Please answer the following questions 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 OCC?
6. What are your educational or career goals in the next 2-5 years?

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Do you have access to your own transportation?  Yes  No

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# Olney Central College 2023-2024 Student Ambassador Recommendation Form

Directions: Please ask three individuals to complete a recommendation form on your behalf (pages 9 and 10 of this application). No more than two individuals may be employees of OCC. Each complete reference form must be returned to you in a sealed envelope with the reference's signature signed across the seal and is to be included with your COMPLETE application packet.

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 OCC	<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 OCC? 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: \_\_\_\_\_

*This form must be returned to the applicant in a sealed envelope with the reference's signature signed across the seal and is to be included with the COMPLETE application packet.*