



Illinois Eastern Community Colleges 2026-2027 Student Ambassador Application Due March 13, 2026

Purpose

Illinois Eastern Community Colleges Student Ambassadors are trained student leaders who promote student engagement, recruit prospective students, and support campus and district events. Serving as liaisons between students, staff, and faculty, ambassadors from diverse academic backgrounds build leadership, communication, and professional skills while fostering lasting connections to IECC.

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 last-pay tuition waiver to cover up to 16 credit hours (not including fees) of each semester while working as an IECC Student Ambassador.
- FCC, LTC, and WVC Foundations provide Student Ambassadors with \$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.
- Attend monthly campus-based recruitment meetings.
- Responsible to pay for all fees.
- Responsible to pay tuition above 16 credit hours.

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.
2. Three complete references forms.
3. 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).

Students in the IECC nursing program may be enrolled in 10 credit hours per semester.

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 and are expected to uphold high standards of academic integrity and conduct in accordance with the IECC Student Code of Conduct. Failure to comply may result in disciplinary action, including removal from the program and full responsibility for 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 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 advanced 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 the time commitments required for 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 in the schedule of future Ambassadors. Also, additional obligations may arise, but due notice will be given to ensure you have adequate time to work on such events onto your schedule.

Student Ambassadors will serve one year, which will consist of Fall and Spring in 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.



Illinois Eastern Community Colleges 2026-2027 Student Ambassador Application

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, by Friday, **March 13, 2026**

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)



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APPLICANT CONTACT INFORMATION

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

ACADEMIC INFORMATION

| | |
|----------------|---|
| Area of Study: | Current high school (or college)G.P.A.: |
|----------------|---|

Which IECC campus are you attending? Choose one.

- | | |
|---|--|
| <input type="checkbox"/> Frontier Community College | <input type="checkbox"/> Lincoln Trail College |
| <input type="checkbox"/> Olney Central College | <input type="checkbox"/> Wabash Valley College |



**Illinois Eastern Community Colleges
2026-2027 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: _____

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 2026-2027 Student Ambassador Questionnaire

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 2026-2027 Student Ambassador Recommendation Form

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

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 attributes with **4-Excellent, 3-Above Average, 2-Average, 1-Below Average, and 0-Unable to Determine.**

| Attribute | Rating |
|----------------------------|--------|
| Punctuality/Responsibility | |
| Teamwork | |
| Attitude | |
| Honesty/Integrity | |
| Leadership | |
| Respect | |
| Communication Skills | |
| Enthusiasm | |
| Knowledge of IECC | |

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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