**Posting Details**

**Classification Information**

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| --- | --- |
| Employee Category | Temporary |

**Position Information**

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| Position Title | CNR Student Ambassador |
| Location | UI Main Campus – Moscow, ID |
| Division/College | College of Natural Resources |
| Department | Student Services |
| Pay Rate | Hourly DOE |
| Full Time/Part Time | Part Time |
| Work Schedule Summary | Variable |
| Due Date and Location | Application materials should be returned to Mindy McAllister in the CNR Dean’s Suite (Room 201) by 4:30 pm PT on August 7, 2020. Alternatively, applications may be emailed to [mmcallister@uidaho.edu](mailto:mmcallister@uidaho.edu). Emailed applications must still be received by 4:30 pm PT on July 15, 2019. |

**Position Responsibilities**

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| Position Summary | The Ambassadors will work closely with the CNR Director of Recruitment and Stakeholder Engagement and other college leadership, and will have the opportunity to develop communication skills, leadership techniques, and professionalism. Ambassadors will also network with professionals and establish working relations with faculty, students, staff, and administrators across the University of Idaho.  Ambassadors will participate in recruitment and promotional activities, as well as alumni events.  Travel (at the expense of the college) is optional and may be necessary to attend certain events.  Serving as a CNR Ambassador is both an honor and a distinction. Being a CNR Student Ambassador requires commitment and dedication. The term of service within the CNR Student Ambassador program will be for a minimum of one academic year. |

**Responsibilities**

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| Required Events | - Trainings, as necessary  - CNR Student Leadership Retreat (fall)  - CNR Welcome Back BBQ (fall)  - UIdaho Bound (spring) |
| Other Events (as available) | - Envision Idaho (fall)  - Sneak Peek (spring)  - CNR Awards Banquet  - High School classroom presentations  - CNR Building Tours/Prospective Student Tours  - Professional conferences  - CNR LLC Events  - Other events as necessary |

**Position Qualifications**

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| Minimum Qualifications | - Be a full time student within the College of Natural Resources  - Have completed at least 2 semesters at the University of Idaho (or 1 semester for transfer students)  - Be able to commit to at least one academic year of service  - Be highly motivated, professional, enthusiastic, dependable, knowledgeable, and sincere in representing the University of Idaho College of Natural Resources - Must be able to pass a criminal background check |
| Preferred Qualifications | - GPA of 3.0 or above (not required, just preferred)  - Valid Driver’s license and clean driving record for the last three years (out of state students will be required to pay the driver record report fee in conjunction with becoming authorized to drive University vehicles for recruitment purposes)  - Experience developing and giving presentations for a wide variety of audiences |

**Application Documents**

**Required Documents**

1. Resume/CV
2. Cover Letter/Letter of Qualification
3. Contact information for a UI faculty/staff member (CNR Director of Recruitment and Stakeholder Engagement may not be this contact) to be contacted for reference check
4. Supplemental Questions

**Supplemental Questions**

**PERSONAL INFORMATION:**

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| Name: | |  | | | | | | | Vandal ID: |  |
| Local Address: | | | |  | | | | | | |
| City: |  | | | | | | State & Zip Code: | | |  |
| Local Phone: | | |  | | | | | Cell Phone: | |  |
| Email Address: | | | | |  | | | | | |
| Permanent Address: | | | | | |  | | | | |
| City: |  | | | | | | State & Zip Code: | | |  |

**EDUCATION**:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Major(s): |  | | | | | Minor(s): | |  | |
| Grade Level: | |  | | | Expected Semester & Year of Graduation: | | | |  |
| GPA (3.00 minimum preferred): | | | |  | | | Advisor: |  | |
| Did you attend another college other than UI or transfer to UI? | | | | | |  | | | |
| If yes, where? | | |  | | | | | | |

**List your Honors & Awards (including dates):** *Please list any honors or awards you have received during your high school or college years. (Academic & athletic achievements, scholarships, service awards, etc – Select your top 8)*

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| Honors/Awards | Who Presented the Award | Date Received |
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**TIME COMMITMENTS FOR 2020-2021 ACADEMIC YEAR:**

In the chart below, please list anticipated activities and offices for next year. Include specific time commitments related to all activities. *Please list organizations of which you are a member, or other activities in which you have been involved or taken part.*

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| --- | --- | --- | --- |
| **Activity/ Club** | **Leadership Role** | **Meeting days/times** | **Hours of participation per week** |
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Will you be working, be on an internship, interviewing for a post-graduate program, studying abroad or student teaching next year? If so, explain the nature of the activity and the number of hours per week.

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**Please complete the following in the blanks provided:**

1. Describe why you would like to be part of the CNR Student Ambassador Program:

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1. What do you perceive the job of an ambassador to be?

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1. List three qualities that you believe will contribute to your effectiveness as a CNR Student Ambassador:

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1. What single piece of advice would you give an entering freshman at the University of Idaho? And why is that advice important?

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1. If a prospective student asked you to highlight two outstanding features of CNR, what would you name? Explain.

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**Acknowledgement of Commitment:**

I understand that I must be able to work at various recruiting programs throughout the academic year. I understand that I am required to participate in the specified activities listed in the fall and spring semesters.

\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_No

I understand that I am required to participate in all required trainings and events, as well as other activities as available.

\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_No

I understand that I must represent the college at various events throughout the year. I understand that a yearlong commitment is required for the first year in the program.

\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

**COMPLETION OF APPLICATION PACKET:**

\_\_\_ Submit Supplemental Questions

\_\_\_ Submit Resume or CV

\_\_\_ Submit Cover Letter or Letter of Qualification

\_\_\_ Provide contact for recommendation from a UI faculty/staff, preferably from the College of Natural Resources (CNR Student Services personnel may not write a letter on your behalf)

By completing and signing this application, I understand the expectations of participating in the CNR Student Ambassador Program and will be committed to positively promoting the College of Natural Resources.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If virtual, please acknowledge virtual signature by initialing here:\_\_\_)

***Submit completed application to Mindy McAllister, College of Natural Resources Room 201. Questions? Call or email Mindy at (208) 885-6960 or*** [***mmcallister@uidaho.edu***](mailto:mmcallister@uidaho.edu)

***Applicants selected for an interview will be contacted and will meet with the selection committee (this will be a virtual meeting or phone call for the summer of 2020, and we will aim to work around internship or summer job schedules).***

**Thank you for your interest in joining the College of Natural Resources Ambassador Program!**