Northern Illinois University

Northern Ambassadors

**Department:** Office of Undergraduate Admissions, Williston Hall

**Mission:** To provide a welcoming, informative, comprehensive, and high quality campus visit experience for all visitors to NIU.

**Vision:** The Northern Ambassadors will provide campus visitors with a positive and accurate representation of what NIU has to offer as a university community. Through their attitudes and personal experiences, they will offer prospective students and family members their reasons for choosing NIU for their higher education.

**Duties:** Under the supervision of assistant director, graduate assistants, and undergraduate student coordinators, the Northern Ambassadors will perform the following duties:

- Greet prospective students and their families at check-in
- Lead regular campus walking tours for visitors to the university on weekdays and a minimum of four Saturdays per semester
- Assist with Open House programs, when not in class
- Perform a minimum of five special tours per semester
- Assist in Call Center of Admissions when schedule permits and when willing
- Attend regular meetings and participate in ongoing training activities
- Keep current with campus and community news and events
- Assist admissions counselors with college night programs
- Assist at various Admissions functions and other events as directed by the Office of Admissions

Northern Ambassadors should show a strong commitment to the program and are expected to regard their job as a professional position.

**Hours:** Hours will be assigned by availability, experience, ability, and seniority. Each Ambassador can expect to work between two and six hours per week.

**Salary:** Hourly wages start at $8.25 per hour.

**Application:** Application will be kept on file for at least two semesters.
# Northern Ambassadors

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<th>Name</th>
<th>Z-ID</th>
<th>Birth Month &amp; Day</th>
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<th>NIU Address</th>
<th>NIU/Cell Phone (Circle)</th>
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<th>Preferred E-mail Address(es)</th>
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<tr>
<th>NIU Entry (e.g. Fall 2015)</th>
<th>If you transferred to NIU, please list your previous school(s)</th>
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<tr>
<th>Hours completed at other schools</th>
<th>Transfer school GPA</th>
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<tr>
<th>Anticipated Graduation Date</th>
<th>NIU GPA (cumulative)</th>
<th>Hours Completed</th>
<th>Hours Currently Enrolled</th>
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<th>Major(s)</th>
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Involvement in organizations and activities, both on and off campus:

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Please describe any experience you have in leadership, motivating others, or organizing activities or programs:

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Do you speak any other language besides English?

|                                                               |
|                                                               |

Are you eligible for work-study? Yes / No

*Students can be Northern Ambassadors regardless of work-study eligibility*
Northern Ambassadors

Why did you choose to attend NIU?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Why would you like to be a Northern Ambassador?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What are some of your strengths and weaknesses as they relate to this position?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What do you think a prospective student would want to know about Northern?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Northern Ambassadors

How many hours would you like to work during the semester? ______________________
Note: while every attempt will be made to accommodate your request, we cannot guarantee this number of hours. On average, most Northern Ambassadors work approximately 2-6 hours per week.

Work Experience (current or most recent first)
Please check the box to the left of each employer whom we may contact.

☐ __________________________   __________________________   ________________________
    Employer                                      Supervisor                                     Phone

☐ Title & Responsibilities
    __________________________   __________________________   ________________________
    Employer                                      Supervisor                                     Phone

☐ Title & Responsibilities
    __________________________   __________________________   ________________________
    Employer                                      Supervisor                                     Phone

Please provide the following information for two professional references whom we can contact. Preferably NIU faculty/staff members. Please, no undergraduate students.

☐ __________________________   ___________________________   ______________________
    Name                                                Relationship                                        Phone

☐ __________________________   ___________________________   ______________________
    Name                                                Relationship                                        Phone

By signing below, I indicate that the information on this application is true to the best of my knowledge and I give the Admission’s Office permission to access my academic records to verify my standing.

____________________________________   ______________________
    Signature                                                                               Date

Completed applications should be emailed as an attachment to the NA Supervisors at NASupervisors@niu.edu, or a hard copy can be delivered to the Admissions Reception Area on the 1st floor of Williston Hall.

Northern Illinois University is an Equal Opportunity/Affirmative Action Employer.