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 associate 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 Admissions events, when not in class (i.e., Open Houses, Admitted Student Days).
- Assist the Admissions Call Center when schedule permits
- 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 Ambassador Application**

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<th>Name</th>
<th>Z-ID</th>
<th>Birth Month &amp; Day</th>
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<tr>
<th>NIU Address</th>
<th>NIU/Cell Phone (Circle)</th>
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**Preferred E-mail Address**

**NIU Entry (e.g. Fall 2017)**  
If you transferred to NIU, please list your previous school(s)

<table>
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<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:**

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

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

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

**Do you speak any other language besides English? If yes, please list language(s).**

___________________________________________________________________________________

___________________________________________________________________________________

**Are you eligible for work-study? Yes / No**

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

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 NIU?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Northern Ambassador Application

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

Title & Responsibilities

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 Student Coordinators 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.