



**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

Name		Z-ID	Birth Month & Day	
NIU Address		NIU/Cell Phone (Circle)		
Preferred E-mail Address(es)				
NIU Entry (e.g. Fall 2015)		If you transferred to NIU, please list your previous school(s)		
Hours completed at other schools		Transfer school GPA		
Anticipated Graduation Date	NIU GPA (cumulative)	Hours Completed	Hours Currently Enrolled (attach list of current schedule)	
Major(s)		Minor(s)		

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?

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?
