



# Northern Illinois University

## Northern Ambassadors 2020-2021

**Department:** Office of Undergraduate Admissions (OUA)

**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 positive engagement 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 the Office of Undergraduate Admissions, the Northern Ambassador will perform the following duties:

- Greet prospective students and their guests during campus visits
- Lead walking/virtual campus tours for visitors to the university
- Assist with Admissions events, (i.e., Open Houses, Admitted Student Days).
- Call prospective students to invite them to visit campus, apply for admission, and for other recruitment activities.
- Participate in virtual and in-person student panels
- Attend regular meetings and participate in ongoing training activities
- Keep current with campus and community news, events, and updates
- Assist with various recruitment and engagement activities as directed by OUA.

Northern Ambassadors should show a strong commitment to NIU and the Northern Ambassadors Program and are expected to regard their job as a professional position. They must also maintain a cumulative NIU GPA of 2.5 or higher.

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

**Salary:** Hourly wages start at \$11.00 per hour.

# Northern Ambassador Application

Please complete the information below to the best of your ability.

---

**Name** **Z-ID** **Birth Month & Day**

---

**NIU Address** **NIU/Cell Phone (Circle)**

---

**Preferred E-mail Address**

---

**NIU Entry (e.g. Fall 2017)** **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? 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.*

\_\_\_\_\_

<b>Employer</b>	<b>Supervisor</b>	<b>Phone</b>
<b>Title &amp; Responsibilities</b>		

\_\_\_\_\_

<b>Employer</b>	<b>Supervisor</b>	<b>Phone</b>
<b>Title &amp; Responsibilities</b>		

\_\_\_\_\_

<b>Employer</b>	<b>Supervisor</b>	<b>Phone</b>
<b>Title &amp; Responsibilities</b>		

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

<b>Name</b>	<b>Relationship</b>	<b>Phone</b>
-------------	---------------------	--------------

<b>Name</b>	<b>Relationship</b>	<b>Phone</b>
-------------	---------------------	--------------

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

<b>Signature</b>	<b>Date</b>
------------------	-------------