



**Atlanta University Center  
Consortium**

**Office of Academic & Career  
Services**

**Student Ambassador Program  
Guidebook**

Atlanta University Center Consortium, Inc.  
Office of Academic and Career Services  
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Dear Students,

The Atlanta University Center Consortium is a place where collaborative partnerships are formed and flourish. As a member of the Consortium, you have the distinct honor of collaborating with the students, faculty and staff of the most prestigious Historically Black Colleges and Universities in the country. Becoming a member of the Atlanta University Center Consortium Student Ambassador Program is yet another vehicle that will allow you to further your collaborative efforts.

We are overjoyed to begin this program, as we believe that it will not only be a vehicle for strengthening the bonds between the students, faculty, and staff of the AUC Consortium Member Institutions, but a way for you to hone your leadership and interpersonal communication skills.

The following contains pertinent information about the AUCC-SA program, including the responsibilities, expectations, and benefits of becoming a Student Ambassador. We encourage you to consider this awesome opportunity. Your involvement will help us to reach and engage more students, and your valuable input will help us to shape the AUCC-SA into a premier organization within the Atlanta University Center Consortium.

All the best,

A handwritten signature in black ink, appearing to read "Denise D. Holmes", with a horizontal line extending to the right.

Denise D. Holmes  
Director, Office of Academics and Career Services

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## **Mission Statement**

The mission of the Student Ambassador Program is to provide the AUC Consortium with student leaders who participate in an official capacity at special events throughout the year. This program, which brings together students from various academic disciplines, serves to enrich and enhance students' leadership and communication skills, personal growth, and professional development for its membership while creating long lasting ties with their future alma mater.

## **Purpose**

The Atlanta University Center Consortium Student Ambassadors (AUCC-SA) are trained student leaders who are responsible for promoting unity and engagement among the AUC Consortium student body, recruiting prospective students, and promoting Consortium-wide and campus events, activities and programs. Consortium Student Ambassadors act as valuable sources of information and liaisons between students, staff, and faculty.

## **Program Description**

The Atlanta University Center Consortium Student Ambassadors represent the AUC Consortium and its member institutions (Clark Atlanta University, Morehouse College, and Spelman College), both on and off campus. Responsibilities include, but are not limited to:

- Actively promoting and attending all AUC Consortium events, including recruiting events;
- Participating in opportunities and encouraging students to be actively involved on campus;
- Connecting with students who have specific questions about our campus community;
- Assisting new students in their transition to the AUC Consortium;
- Potentially providing campus tours to prospective students and their families;
- Advancing the ideals of higher education through community outreach and service efforts.

## **Benefits of Becoming a Student Ambassador**

*Develop valuable leadership and communication skills*

Training opportunities will be provided on such topics as the history of the AUC Consortium, the proper use of communication with diverse audiences, and leadership skill building.

*Make meaningful connections with prospective and new students by sharing your experience and knowledge of the AUC Consortium*

As prospective and new students come to campus for tours and information, you will be on the front lines as a representative of the AUC Consortium. You will be expected to not only share your knowledge of the Consortium, but your personal insight to life in the Consortium.

*Work closely with college and university faculty, staff, and administration*

You will have the opportunity to develop meaningful relationships through your collaboration with faculty and staff to promote AUC Consortium events and activities. Additionally, you will forge relationships with the Consortium and campus staff through the training and guidance you will receive as a member of the program.

#### *Enhance your personal resume*

The AUCC-SA opportunity will give you valuable interpersonal, communication, leadership, and time management skills. These skills will be valuable in your educational, career, and personal development during and after your experience as a Student Ambassador.

#### *Earn incentives for participation*

The position of Student Ambassador is intended to be a prestigious appointment for someone who is looking to serve the AUC Consortium community and gain valuable skills in the process. As a token of appreciation for your service for the school year, you may be eligible to receive a monetary incentive.

### **Criteria for Selection**

- Currently enrolled full time (minimum 12 semester credit hours) at an AUC Consortium member institution.
- Must be currently involved in extracurricular activities on campus.
- Must be “in the know” regarding social and co-curricular activities and the layout of the AUCC and your campus. You must be able to either assist students and visitors or direct them to those that can address their needs.
- Must be willing and available to assist with hosting and **marketing** AUC Consortium and campus events to students.
- Must possess a cumulative G.P.A. of 2.5 or better. If your grade point average falls below 2.5 during your term, your membership in the AUCC-SA program may be terminated.
- Must be willing and available to attend all AUC Consortium events and community service activities.

### **Selection Process**

All currently enrolled AUC Consortium students who meet the above selection criteria are welcome to apply for the program.

At the end of each academic year, Student Ambassadors who have successfully completed the selection process will be invited to participate in the program.

The selection process will consist of two components: an application and an individual one-on-one or panel interviews. A selection committee, who will determine which candidates will continue on to the interview phase will carefully screen applications.

### **Academic Success**

Grades are just one factor in the selection of Student Ambassadors. The selection committee will review each application holistically; meaning, academic accomplishments will be considered along with applicants' responses to written and interview questions. Students must possess at least a 2.5 cumulative G.P.A. to be considered.

### **Course Load**

Students must be enrolled in at least 12 semester credit hours per semester (fall and spring) at their AUC Consortium member institution.

### **Leadership and Communication**

Leaders are known for being active and as a Student Ambassador leader, the same is expected of you. The written and interview process are designed to assess each candidate's leadership and interpersonal communication skills. The AUCC-SA program represents all aspects of the AUC Consortium and each student should have the capacity to effectively communicate with and lead others.

Additionally, the AUC Consortium, in conjunction with other noted faculty and corporate partners, will provide leadership and communication training to all Student Ambassadors during meetings.

### **Ethical Standards**

Student Ambassadors represent the elite, diversity of AUC Consortium student body. They are expected to maintain the highest standards of academic honesty and responsible behavior required by the AUC Consortium and its member institutions.

In the case of a change in a Student Ambassadors' academic or behavior status, it is expected that the student will immediately discuss this issue with the AUC Consortium staff. Following this consultation, appropriate actions will be taken in accordance with standards of conduct on the Student Ambassadors' respective campus.

This action could include termination of the students' participation in the Student Ambassador Program

### **Student Conduct**

Students are expected to adhere to their respective campus and the AUC Consortium codes of conduct at all times.

## **Dress Code**

As AUC Consortium Student Ambassadors, you are role models. You are expected to adhere to your respective campus dress code policies at all times.

## **Attendance Policy**

All AUCC-SA members are expected to attend all major events and meetings in their entirety, unless the event requires service in shifts or those for specified Student Ambassadors only. Student Ambassadors are expected to communicate **expected absences** at least 7 days prior to the event. Expected absences are defined as doctor's appointments, travel plans, conflicting academic engagements, or any other occurrences that the Student Ambassador is aware of in advance. Student Ambassadors are expected to communicate **unexpected absences** as soon as they occur; up to 2 hours prior to the start of an event. Unexpected absences are defined as sudden illness, transportation issues for off-campus activities, or other emergency situations where there would be no advance notice. Excessive absences, especially without proper notification, may result in suspension, expulsion from the program, or revoking of incentives and/or other rewards and advantages associated with membership.

## **Time Commitment**

Applicants for the Student Ambassador Program will only be considered if they can meet the time commitments listed below. Please be advised that this list is a minimum expectation of time, as other events will be added through the duration of academic year as needed.

Student Ambassadors serve one-year terms. If you are interested in serving in subsequent years, you must reapply every year.

**All Student Ambassadors are required to serve an average of six hours per week** during the campus-recruiting season (typically the last week of September through the first week of November) and an average of three hours per week off-season





# AUC CONSORTIUM STUDENT AMBASSADOR APPLICATION

## APPLICANT CONTACT INFORMATION

Name:

Email:

Cell phone:

Twitter (optional):

Current address:

City:

State:

ZIP Code:

Emergency Contact (Provide name & contact #):

## ACADEMIC INFORMATION

AUC Consortium Campus:

Classification:

Major:

Current G.P.A.?

Are you an active student?

Will you be an active student next semester?

## BACKGROUND INFORMATION

Why are you interested in becoming a Student Ambassador? List three qualities that you believe would make you the ideal Student Ambassador.

What experience have you had working, living, or going to school with people who are different from yourself and how might this help you as a Student Ambassador?

Are you comfortable speaking in front of groups? What is your experience presenting in front of groups?

List any honors, scholarships and/or awards you have received.

Are you a member of any student organizations? If so, provide a list of all student organization memberships.

## AUC CONSORTIUM STUDENT AMBASSADOR APPLICATION

Indicate your skill level with the following:

- Facebook:            Beginner    Intermediate    Advanced
- Twitter:              Beginner    Intermediate    Advanced
- LinkedIn:            Beginner    Intermediate    Advanced
- Microsoft Office (Word and Excel):    Beginner    Intermediate    Advanced

Do you have access to your own transportation?

### CURRENT AVAILABILITY\*\*

\*\*If available time is not in an hourly increment, please specify time format in the appropriate box (ie: Mon - 10:45am/Friday - 3:10pm).

DAYS	Mon	Tue	Wed	Thu	Fri	Sat
8:00am-9:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9:00am-10:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10:00am-11:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00am-12:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00pm-1:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00pm-2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2:00pm-3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00pm-4:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00pm-5:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings <i>(indicate times)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### REFERENCES

Name	Address	Phone

### SIGNATURES

Signature of applicant:	Date:
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**All applicants must include resume and current transcription with all application submissions**

Submit the complete application the following ways:

- In person to 156 Mildred Street, Atlanta, GA 30314 – Clark Atlanta University Campus
- Via U.S. Postal Service to P.O. Box 92527, Atlanta, GA 30314
- Via email to [campusrecruiting@aucenter.edu](mailto:campusrecruiting@aucenter.edu)
- Via fax to 404-525-7377