

2019-2020 Multicultural Ambassador Application

Completed Application Deadline: **Friday, March 29, 2019 by 4:30 pm**
Multicultural Center, Suite 3003, 3rd floor of Reng Student Union

Position Description

The Arkansas State Multicultural Center Ambassador Program provides opportunities for students to take an active role in educational, cultural, social, and leadership opportunities for students on campus as it pertains to multiculturalism, equity and social justice. The overall goal of the program is to promote the genuine celebration of differences and promote multicultural awareness that assists with engaging across cultures and in everyday settings. Multicultural Ambassadors are responsible for facilitating and implementing various aspects of cultural programs, educational workshops, and leadership development opportunities throughout the school year. In addition to improving self-confidence, communication skills, and leadership abilities, Ambassadors are some of the best informed students who become part of a close-knit, diverse, and dynamic group. While the Ambassador position is a very rewarding leadership experience, Ambassadors work long hours for little monetary compensation and are expected to maintain high and positive standards at all times.

General Guidelines

Duties

- ❖ Increase awareness, promote inclusiveness, and prompt genuine celebration of differences among students
- ❖ Assist with welcoming new students and guests to A-State
- ❖ Encourage other students to take an active role in campus and multicultural activities
- ❖ Assist with the planning and execution of programs (cultural, social, educational, leadership) from the Multicultural Center and Office of Diversity. Recruit volunteers, as needed, to assist with various events.
- ❖ Assist with all aspects of the Multicultural Center and Non-Traditional Student Services, and the Office of Diversity including but not limited to: creating and executing programs, greeting guests, running informational booths, hanging flyers, transporting materials around campus, helping with programs, advertising, moving chairs and tables, etc.
- ❖ **Actively seek** opportunities to further the Multicultural Center and Office of Diversity mission. **Assist and help** all other MC Ambassadors as needed or requested.

Characteristics & Expectations of MC Ambassadors

- ❖ Full Commitment of 1 academic year to the MC Ambassador program
- ❖ Exhibit academic excellence, strong communication skills, and strong leadership potential
- ❖ Exhibit **High standards of ethical behavior** and professionalism at events and regarding students, faculty/staff, and the community. Ambassadors are not allowed to engage in any form of romantic relationship with any incoming student from throughout their tenure
- ❖ **Act with decorum and dignity** whenever you represent Arkansas State University, the Multicultural Center, and the Office of Diversity to any administrator, faculty, staff, student, alumni, community member, or prospective student.
- ❖ Demonstrate an **appreciation and passion for diversity and multiculturalism**
- ❖ Have a positive attitude, enthusiasm, & passion for A-State
- ❖ Willingness to work with a diverse group of people
- ❖ Desire to take **INITIATIVE**, motivate/help others, have strong sense of responsibility, and have fun
- ❖ Adhere to a strong code of ethics at all times
- ❖ Exhibit leadership potential & willingness to develop leadership skills further
- ❖ Demonstrate punctuality and professionalism

- ❖ Must remain in **good academic and judicial standing** with the University throughout the tenure in the position, not violate the Student Code of Conduct, and conduct yourself in an appropriate manner both in person and electronically via the Internet (email, Facebook, Twitter, Vine, Instagram, etc).
- ❖ If you work another job, all dates related to MC events, retreats, work weekends, training dates must come first. Other employment will not be an excuse to miss any Ambassador meetings.
- ❖ Consumption of alcohol twenty-four hours prior to a session or while on the job is **not** permitted. Absolutely no drug use will be tolerated at any time.

Grade and Credit Hour Requirements

- ❖ Must be a **full time student** at Arkansas State taking at least **12 credit** hours each semester, and must maintain a cumulative GPA of at least **2.50**

Office Hour Requirement

- ❖ Schedule and maintain **4 office hours** each week in the Multicultural Center

Event Attendance/Absences

- ❖ Attend **ALL** MC signature program events, from beginning to end.
- ❖ Attend 2/3 (66%) of all other MC sponsored activities, programs and events. Attending MC events at less than 66% will result in disciplinary action.
- ❖ **In case of absences based on emergencies**, please arrange for a proxy to attend in your absence. Absences should be approved by the MC Director. **Two absences**, unapproved, from any required meetings or events will result in disciplinary action. **Arriving late three times will count as one absence.**

Trainings and Meetings

- ❖ Attend the Fall and Spring MC Ambassador Retreat
- ❖ Attend the weekly MC Ambassador staff meeting
- ❖ Attend **Summer Planning Meetings** (via phone or in-person) as determined by the MC Ambassador team.
- ❖ Meet with the MC Director for a **Midterm Evaluation** each semester.
- ❖ **Ensure** that all trainings, activities, programs and **events are scheduled and listed on your calendar. You will receive a list of events for the year at the MC Ambassador retreat.**
- ❖ Attend a mandatory **transition meeting** between outgoing and incoming officers, to be held in April of the spring semester.

Salary & Benefits

- ❖ While the Ambassador experience is an extremely rewarding leadership opportunity, it is not a position you should seek out for money. All payment information will be finalized and provided in the MC Ambassador contract.
- ❖ Polos and T-shirts will be provided and Ambassadors are required to wear these shirts during designated events.
- ❖ Ambassadors are required to wear khaki, black, or red bottoms, which are not provided, at all events. Attire must be approved.
- ❖ Meals during designated events will be provided.
- ❖ Develop leadership, interpersonal communication, and social skills.
- ❖ Contact with A-State administrators, faculty, staff, and other students.
- ❖ Gain significant leadership experience while enhancing your opportunities for campus involvement, employment marketability, and career opportunities.

Application Process

Please keep track of your own application status by using the Application Check list listed below:

- **Paper Application** – Completed application, resume, and references, must be submitted no later than **4:30 pm** on **Friday, March 29, 2019**. **Submit to the Multicultural Center (Rm#3003, Reng Student Union or email astateMC@astate.edu**.
 - Completed Application includes:

√	Application Process Checklist
	Information Page from Application
	Responses to Essay questions – typed 12 point font
	Resume – that includes your current and previous campus organizations, leadership positions, and employment (freshmen only may include High School activities)
	<p>References–Both reference forms must be submitted to the Multicultural Center no later than than 4:30pm on Friday, March 29, 2019. It is your responsibility to ensure these letters reach the Multicultural Center prior to the application deadline.</p> <ul style="list-style-type: none"> • References should be given to someone who can comment on your leadership or work skills and experience. • One reference is to be completed by full-time professional faculty or staff member at Arkansas State University. • References cannot be completed by any undergraduate students (Residence Assistant, Organization President, etc.), or Multicultural Center staff members, and should not be completed by anyone that has any form of family tie to you directly.
	<p>Individual Interview – Individuals are to participate in an individual interview. Please sign up for an interview time before Friday, March 29, 2019 by 4:30 pm when you submit your application to the Multicultural Center.</p> <ul style="list-style-type: none"> ○ Individuals participating in the interview should wear appropriate interview attire. ○ Interviews are from 9:00am – 11:30am and 1:00pm – 4:00pm on April 5th. If you cannot make one of the times listed, contact us ASAP. ○ Interviews will be 15 – 20 minutes in length. ○ Location of interviews: Multicultural Center, 3rd Floor, Reng Student Union

Hiring – Applicants will be informed of their status via their A-State email mid-April.

*Those selected to be an MC Ambassador **will be required to attend the MC Ambassador Training, Friday, May 3, 2019 (5:00pm-7:30pm) AND Saturday, May 4, 2019 (9:00am-1:00pm)***

2019-2020 Multicultural Ambassador Application
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Name: _____

Hometown: _____ High School: _____

Email Address: _____@smail.astate.edu T- Shirt Size*: _____
**Not used in selection process*

A-STATE ID #: _____ Cell Phone/Main Contact Number: _____

Major: _____ Current Academic Classification: _____

Expected Graduation Date: _____ Hours completed at end of **Spring 2019**: _____

Transfer Student: Yes / No Other Colleges attended: _____

Are you in good Academic & Judicial Standing: ___ Yes ___ No Current A-State GPA*: _____
Cumulative GPA*: (Must have 2.50 GPA or higher): _____ **If Freshman put N/A*

Please check one of the following and provide information (*Not used in selection process*):

___ I live on campus in a A-State Residence Hall (Name of hall: _____) ___ I live off campus

How did you hear about the opportunity to be a MC Ambassador? (Please check all that apply)

___ Daily Digest ___ Facebook ___ Flyer on Campus ___ A-State Staff/Faculty Member
___ Former Ambassador (Name of individual) _____ Other: _____

Which Ambassador Positions are of Interest to you? (*If you are interested in more than one position, please use the numbers 1-5 to indicate your top choices, with #1 being the top choice and #7 being the last choice*)

___ **MC Lead Ambassador (President)**. This person will serve as the overall lead for all student initiatives and programs from the multicultural ambassadors. This person will assist with the vision and oversight of three concentration areas: multicultural programs, multicultural education, and multicultural leadership & success. This person will lead initiatives that help strengthen multicultural student organization on campus, initiatives that assist with leadership development for diverse students, and initiatives that promote academic success of underrepresented populations.

___ **Multicultural Peer Education Coordinator**. (3 positions). This person will lead initiatives for MC cultural conversations, and diversity workshops and trainings that enhance understandings of multiculturalism, equity, and social justice.

___ **Multicultural Program Coordinator** (3 positions). This person will lead initiatives for heritage month celebrations on campus, welcome activities, etc. (i.e. Black History Month, Hispanic Heritage Month, LGBT+ programming, Women's History Month).

___ **Non-Traditional Student Services Coordinator** (2 positions). This person will serve as the liaison to non-traditional students and assist with programs that enhance the experiences of non-traditional students.

___ **Social Media & Publicity Specialist** (1 position). This person will lead marketing initiatives and campaigns for the multicultural center events.

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Essay Questions: Provide 12 point font typed answers to the applicable questions to be submitted with your application. Essays should be no more than 200 words each. Be sure your name appears on all pages.

NEW APPLICANTS ONLY:

*All new applicants should provide answers to the questions below in one (1) page along with the information sheet included in this packet, the two reference forms, and personal resume.

1. Why are you interested in being an MC Ambassador?
2. What does diversity and multiculturalism mean to you?
3. Why did you decide to attend Arkansas State University? And how do you feel the MC Ambassador program will impact your experience at Arkansas State University?
4. What additional time commitments will you be involved with during Summer and Fall 2019 and Spring 2020 (other organizations, leadership positions, job, etc.)?
5. Do you work best alone or in a team?
6. Tell me about a difficult work situation and how you overcame it?

RETURNING AMBASSADORS ONLY:

*All returning applicants should provide answers to the questions below along with the information sheet included in this packet and updated resumes. Returning applicants **do not** have to submit reference forms.

1. As a returning Ambassadors, what do you feel you could contribute to the 2019-2020 Ambassador team? In addition, what do you feel you would personally gain that would be different from the previous year (s)?
2. If selected to be a returning Ambassador, how do you feel you would avoid burnout and motivate your peers? Additionally, what do you foresee as your biggest challenge as a returning Ambassador?
3. Change is a part of life and our program is constantly evolving and changing in a variety of ways. Pick one aspect of the program that you would change or modify in some way and explain.
4. What additional time commitments will you be involved with during Fall 2019 and Spring 2020 (other organizations, leadership positions, job, etc.)?

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By signing below you agree to the following terms:

- I understand that all documents to this application for employment are confidential and the property of the Multicultural Center. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable education experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at my request, as permitted by law.
- I do hereby consent to the release of my educational records to the Multicultural Center, as needed, to confirm that I am enrolled as a full-time student at Arkansas State University, that I have a minimum of a 2.50 cumulative grade point average, that I am in good academic and conduct standing with Arkansas State University, and that I currently have no disciplinary actions against me.
- I wish to submit this application to serve on the MC Ambassador Team. I am aware of the responsibilities of this position as specified in the MC Ambassador position description, and I fully intend to fulfill each one to the best of my ability if selected. I possess the minimum qualifications required for this position as specified on this form and all information provided herein is accurate. I understand that if selected I will be required to sign an agreement to serve as an Ambassador, all scheduled meetings regarding the MC program, and be available for designated event dates.

Arkansas State University does not discriminate on the basis of race, sex, ethnicity, religion, national origin, age, handicap, veteran status, or any other federally protected class in the provision of educational opportunities or benefits.

Arkansas State University does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning the Title IX and Section 504 and the Americans With Disabilities Act of 1990 should be directed to the Title IX Coordinator, and the Office of Affirmative Action. Charges of violations of the above policy should also be directed to the Title IX coordinator and the Office of Affirmative Action.

Signature: _____

Date: _____

2019-2020 A-State Multicultural Ambassador Application - Recommendation Form

Please return completed form no later than **Friday, March 29, 2019 by 4:30 pm**

Multicultural Center, 3rd floor Student Union - Suite 3003

References may also be scanned and emailed but must come directly from reference. All forms must be received by deadline. If you have any questions, please contact the Multicultural Center at 870-680-4052.

Arkansas State University MC Ambassadors encourages students to take an active role on campus and bring awareness to issues of multiculturalism, equality, and social justice. **Please be candid in your appraisal of the listed candidate. Please feel free to provide any additional comments regarding the applicant's overall potential success in leading diversity initiatives. (attachments/letters accepted)**

Applicant name: _____

1. How long and in what capacity have you known the applicant?
2. Why do you believe this person should serve as a MC Ambassador?

3. Indicate your opinion of the applicant's ability in the following areas:

	Outstanding	Above Average	Average	Below Average	No Basis
Leadership Potential					
Oral Communication Skills					
Team Player					
Responsibility					
Respectful					
Enthusiasm for A-STATE					
Work Ethic					
Personality					
Maturity					

4. Please indicate your overall assessment of the applicant and ability to succeed as an MC Ambassador.
___ Highly Recommend ___ Recommend ___ Recommend with Reservations (please explain)

Name: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

2019-2020 A-State Multicultural Ambassador Application - Recommendation Form

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Multicultural Center, 3rd floor Student Union - Suite 3003

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Oral Communication Skills					
Team Player					
Responsibility					
Respectful					
Enthusiasm for A-STATE					
Work Ethic					
Personality					
Maturity					

4. Please indicate your overall assessment of the applicant and ability to succeed as an MC Ambassador.
 Highly Recommend Recommend Recommend with Reservations (please explain)

Name: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____