

**University of Tennessee
School of Music
Ambassador Application**

Return your completed application to
the School of Music Office.

Please Read the Information Below before Applying:

The School of Music Student Ambassadors are a small group of students majoring in different areas. Ambassadors are involved in recruiting students through assisting with auditions, campus tours, college fairs and the School of Music Open House as well as emails to prospective students, blogging, and posts to the School of Music Facebook site. (More details on specific duties are below.)

Requirements:

- Ambassadors must have completed 30 hours of course work with at least a 3.0 GPA at the end of the spring semester.
- Applicants must be full-time, degree-seeking undergraduate music students.
- Ambassadors are expected to be responsible, honest, respectful, communicative, and to represent the School of Music to the best of their abilities.

Ambassadors are required to volunteer a minimum of 40 hours per year to be awarded a \$300 scholarship at the end of the year (2 semester term). Those who earn more than required 40 hours of service in a year will be awarded \$400 for the year.

Duties will include:

- Assisting with:
 - School of Music audition days (several Saturdays in January-February)
 - School of Music Open House (Sunday in April)
 - UT Open House (two Saturdays in the fall)
 - Scholars Invitational days (usually 3-4 Monday and Fridays in October)
 - Other School of Music and UT recruitment days/fairs
- Regularly checking the Music Admissions database for student wanting to visit UT. Contacting visiting students, setting up their visit schedule, assisting in their visit.

There will be a mid-semester evaluation of each Ambassador. Ambassadors may be dismissed for not reaching their volunteer hour requirement or for not living up to the expectations of the position.

In order to be selected for a second or third year, the Ambassadors must meet the minimum expectations and fulfill the responsibilities previously listed. They must also exceed those expectations by being a team player, and demonstrating personal initiative, leadership abilities, and commitment to the School of Music and the Ambassador program.

The Ambassador will be provided with a School of Music polo shirt, which they will wear at all events, unless otherwise specified.

Questions? Contact:

Michael Stewart, Co-Chair, Recruitment Committee
School of Music
University of Tennessee
865-974-7523
mjstewart@utk.edu

Application form

I. PERSONAL DATA (complete all data fields in table below)

Full Name: _____

Preferred name (Nickname): _____

UT ID: _____

Preferred phone number: _____

Current address: _____

Permanent address: _____

Email: _____

Year in school: _____

Major: _____

GPA (minimum 3.0): _____

Expected graduation date: _____

II. HONORS AND AWARDS (Please enter all pertinent information. Use as much space as necessary)

Please list any honors or awards you have received during your high school and college years. (Academic and athletic achievements, scholarships, service awards, etc.)

III. COLLEGE ORGANIZATIONS/ACTIVITIES

Please list organizations of which you are a member, or other activities in which you have been involved or taken part (include **offices held and specific involvement, dates, duties**, etc.).

IV. WORK EXPERIENCE (Please enter all pertinent information. Use as much space as necessary)

Please list any full or part-time work experience that you have had while attending The University of Tennessee. Give a brief description of each position held, including company name, dates of employment, and the nature of the work.

V. ESSAY

Please submit a one-page essay describing your leadership/organizational skills and how you could uniquely represent the School of Music. Attach your essay to this application form.

VI. REFERENCES

Please submit 2 recommendations from UT Professors as to why you would make an excellent Ambassador. These letters can be sent to Michael Stewart, HPER 202 or emailed mjstewart@utk.edu

VII. SHIRT SIZE

Please choose the size for your Student Ambassador polo shirt

Polo shirt: Men's S ____ M ____ L ____ XL ____ 2XL ____ 3XL ____
 Women's XS ____ S ____ M ____ L ____ XL ____ 2XL ____ 3XL ____

Upon completing the application, print it and sign below. Your signature is your acknowledgement that the information provided is accurate and truthful, and that you read, understand, and agree to the information in the following paragraphs.

*This page must be included with your application.
If it is missing, your application is not complete.*

I understand that all documents part of this application for voluntary service are confidential and the property of the Music Office. 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 educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicant's request. This procedure complies with the Family Rights and Privacy Act of 1974.

I wish to submit this application for the position of School of Music Student Ambassador. I am aware of the responsibilities of this position as specified, 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 all applications received for School of Music Student Ambassador will go through a review and interview process.

I understand that my signature below authorizes the School of Music Office to review my disciplinary file in the Office of Student Conduct and my transcript for verification of my grade point average.

Signature _____ Date _____

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex, or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.