

University of Tennessee
School of Music
Student Ambassador Application

Return your completed application to room 103 or the School of Music Office by 4/6/18.

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, building tours, college fairs, and other campus events.

Requirements:

- Ambassadors must have completed 30 hours of coursework 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 work a minimum of 40 hours per school year at a rate of \$10 per hour, awarded at the conclusion of the academic school year.

Duties will include assisting with events such as:

- School of Music audition days- **Attendance on ALL of these days is required. Please check your schedule and make sure you are available the following days prior to applying**
 - January 26, 2019 (graduate vocal)
 - February 2, 2019 (graduate)
 - February 9, 2019 (undergraduate)
 - February 16, 2019 (undergraduate)
- Big Orange Preview- Usually held on 1-2 Saturdays, both in October and April
- Scholar's Invitational- 3-4 Mondays and Fridays in October
- School of Music Gala- 1 evening in April
- School of Music building tours and helping with "Student for a Day" program- year round as needed
- Other School of Music and UT recruitment days/fairs

There will be an evaluation of each ambassador at the conclusion of each semester.

Ambassadors may be dismissed for not reaching their required hours 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.

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

Applications will be reviewed by the School of Music Recruitment Committee, and decisions will be announced at the 2018 School of Music Honors Convocation, held on April 17th.

Questions? Contact:

Megan Brooker

First Year Experience Coordinator

School of Music

University of Tennessee

(865) 964-9417

mbrooke1@utk.edu

Application form

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

Full Name: _____

Preferred name: _____

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 attach a one-page essay describing your leadership/organizational skills and how you could uniquely represent the School of Music.

VI. REFERENCES

Please submit two completed Ambassador Reference Forms (attached in this document), to be completed by two UT faculty members.

VII. SHIRT SIZE

Please choose the size for your Student Ambassador polo shirt

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

School of Music
Ambassador Reference form

Reference Information

- 1) Your name: _____
- 2) How long have you known the applicant? _____
- 3) How do you know this applicant? _____

	Excel -lent	Very good	Good	Poor	Don't know
Leadership					
Promptness					
Written communication					
Oral Communication					
Social Skills					
The applicant is motivated					
The applicant has demonstrated a strong sense of responsibility					
You believe that the applicant would be a strong mentor to others					

Please write why you believe this applicant is suitable for this program. Use back if needed:

(your signature)

(date)

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 improve interviewing skills, feedback concerning the 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 Ambassador. I am aware of my 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 Ambassador will go through a review 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 _____