



2019-2020 IGM Student Ambassadors

Requirements/Process:

- A minimum 3.00 GPA is required, and you must be in **good academic and disciplinary** standing with the University (this information will be verified)
- Application (see details below)
- Interview (see details below)

Timeline:

Application submission and interview will take place between Monday, February 25th – Friday, April 19th.

Candidate notification and acceptance of position: After Friday, April 19th.

Application: Provide the following information to Kaitlin Lee, Senior Staff Assistant at knlics@rit.edu. **Your response is due by 11:59 PM on Friday, April 12th.**

- Answer these questions (Your response should be between 250-500 words):
 - Why do I want to be an IGM Ambassador?
 - What can I contribute to the Ambassador team?
- In your essay, please include the name of an IGM faculty/staff member to “endorse” your candidacy. A reference letter is not required, but I will be contacting the faculty/staff member that you indicate.
- Provide a separate list of your RIT/IGM involvement (i.e. clubs, organizations, leadership positions, grader, TA, etc.), or you may provide a copy of your resume.

Interviews: After submitting your application, please schedule your interview by stopping by the IGM Office or calling me at 585-475-7453. Ambassador Interviews will take place between Monday, February 25th – Friday, April 19th. Interviews are ½ hour in length and will be with Kaitlin.

Time Commitment:

- Kickoff event with the Ambassador team in September (after the start of fall classes).
- Twice-monthly “team” meeting/training
- Represent IGM at a minimum of 3 events each semester (unless you are on a Co-op)
- Planning and participation in one Ambassador event each semester (with the rest of the Ambassador team) (Fall and Spring)
- Two blog/photo story posts for the IGM social media pages each semester (Fall and Spring)
- Appointment to the Ambassador team is for 1 academic year; you will be evaluated on an annual basis.

Key Events*:

- Orientation (upperclassmen, only)
- Fall Open Houses
- Spring Accepted Student Open Houses
- Spring Preview Day
- First Year Student Panels
- Transfer Open Houses
- Meet with faculty candidates
- Admissions Phone-A-Thons
- “Other” dates or opportunities as determined by Ambassador lead and/or the Student Success Task Force.

*Participation in any event is voluntary based on your interest and availability.

Compensation:

This is not a paid position, but you will be “compensated” in the form of IGM swag, meals, special opportunities, a great resume builder, and the opportunity to influence the student experience in IGM. Students who are selected to serve as Ambassadors will be asked to sign an agreement and be evaluated on an annual basis.

Supervision:

The IGM Ambassadors will be selected, trained, evaluated and supervised by Kaitlin. You may be dismissed from your position at any time at the discretion of Kaitlin, the Assistant Director, and/or the Director.