

January 18, 2008

In an effort to clarify responsibilities and roles in the Ambassador program, we have described the major duties and obligations below. This program depends on every person's full dedication, so by signing this agreement you are committing to the responsibilities outlined below.

I, _____, agree to the following policies as an Admissions Ambassador:

- I will give all scheduled tours and attend all special events unless previously excused by Aviva Walls or Josh Fein.
- I will arrive on time for office hours and tours, and be ready to work at my assigned time. If I am giving a tour from the Welcome Center I will sign in 15 minutes before my scheduled tour.
- I will attend mandatory weekend Admissions events, (dates given in the beginning of each semester), and any conflicts should be cleared by program directors well in advance.
- If I am unable to make my hours due to illness I will contact the program directors as soon as possible. If I cannot make hours, I will attempt to find a substitute to work my hours by posting for coverage on the Ambassador listserv. If I cannot get my hours covered I will contact program directors.
- In case of an emergency or unplanned/unforeseen event during which the university has been closed, I will be in contact with the program directors for instruction and will offer my assistance in any way possible.
- I understand that if I miss office hours or a tour without proper notification, I will receive a strike. I also understand that if I cannot give a tour or fill the duties of an alternate, I must notify the appropriate day tour supervisor at least 48 hours in advance. I understand that two such "call outs" will result in a strike. Three strikes will lead to dismissal from the program.
- I will communicate any conflicts, problems, or concerns to either the Supervisor Team and/or Program Directors.
- I understand that I personify New York University to the public, and I will conduct myself appropriately while inside the office and while on Admissions time. I will dress neatly and presentably, and I will use language and conduct suitable to an office environment.

SIGNATURE

DATE