



Visitor Services

**GOLD STAR AMBASSADOR CONTRACT
2007-08**

This contract is a formal agreement between _____ and Oklahoma City University dated August 19, 2007 in respect to the important responsibility of holding a position as a Gold Star Ambassador under the Enrollment Services division. A visitor's whole opinion of the university is often based on first impressions. As front-line ambassadors of the gateway to Oklahoma City University, the students in Enrollment Services hold special responsibilities in the areas of recruitment and integrated marketing efforts in that area based on the university's mission:

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a culturally rich community that is dedicated to student welfare and success. Men and women pursue academic excellence through a rigorous curriculum that focuses on students' intellectual, moral, and spiritual development to prepare them to become effective leaders in service to their communities.

Upon signing this contract, the above named Gold Star Ambassador agrees to the following policies and guidelines:

1. Reads and understand the Gold Star Ambassador Operations Manual and agrees to follow the policies and protocol contained therein.
2. Consistently checks student email account on a daily basis and reads Gold Star related emails to ensure the successful flow of communication on behalf of the Enrollment Services team.
3. Deals with all visitors, the campus community and co-workers in a friendly, courteous and helpful manner.
4. Displays appropriate and responsible conduct at all times as a representative of the university.
5. Is consistently supportive of all fellow co-workers in Enrollment Services to ensure a team model with concerns or grievances to be discussed directly with the VS Coordinator.
6. Follow guidelines for staff meetings and volunteer time as part of the Gold Star Ambassador team.

Gold Star Ambassador

Date

Assistant Director, Visitor Services

Date