

Student Ambassador Agreement

2008-2009

A student ambassador is a student member of the admission recruitment team. Through participating in this program, student ambassadors will have the opportunity to develop leadership skills, interpersonal and communication skills while developing networks with other students and the college community through presentations, public speaking, and mentoring. This program adds to the student ambassadors' overall educational experience, developing skills that will aid them in becoming successful, productive professionals and is in line with accomplishing the mission of the college. You are a representative of the Savannah College of Art and Design and will be held responsible for your actions.

GENERAL:

- I will devote my time to the prospective students and their families, not my friends on the staff.
- I will attend all staff training days. Absence from training sessions and SCAD Days are excused only for illness or death in the family. You must contact the Ambassador Adviser if an emergency comes up that would preclude you from performing your duties.
- I will attend all Student Ambassador group meetings.
- I will attend Student Ambassador Training and retreat September 8-12, 2008
- I will NOT discuss staff concerns in the presence of other student ambassadors, new students, or their families. I will do my best to confront problems with the appropriate individual in an appropriate fashion.
- I accept that during SCAD Days, Class Buddies and other times while conducting my duties, I will be asked some questions that could receive a more informed answer from a different source. I will refer all questions I cannot answer to the appropriate office or individual.
- I will accept all responsibilities with a professional and positive attitude.
- Dress Code:* I will wear the designated ambassador uniform and name tag during Ambassador events, unless alternate attire is requested. I will dress professionally (no spandex, tube tops, denim, baseball caps, short skirts, denim or bathing suits). Shoes are a must at all times and exercise good personal hygiene. This also applies to all training days in the Fall, Winter, Spring and Summer quarters.
- I will show up 15 minutes early to insure I get the latest information from those in charge.
- I will stay until all events are over and always help clean up.
- I will be enthusiastic and energetic.
- I will treat the position as a job and my stipend will reflect my commitment to the job.
- I recognize myself as a role model. I will set a positive example for all new students by showing respect and consideration for all members of the faculty, staff, administration and their property.
- I will not violate any SCAD policy including those stated in the student Code of Conduct.
- I will not make any promises or guarantees regarding admission or scholarships to prospective students.
- I will avoid romantic advances and relationships until a student has successfully enrolled at SCAD.
- I will represent SCAD and serve with a sense of professionalism, objectivity, tact, and good manners.
- I will maintain a GPA that is conducive to graduation while I am a Student Ambassador.

ALCOHOL AND OTHER DRUGS:

- I will refrain from using alcohol, tobacco, or other drugs while wearing my Student Ambassador shirt/nametag/uniform.
- I will not take or invite prospective students to any parties, bars, or other places where alcohol is likely to be served.
- I will not provide any prospective students with alcohol on – or off- campus.
- I realize that I am heavily discouraged from engaging in any alcohol-related activities during the nights of Student Ambassador training and SCAD Days. Lateness due to participation in this type of activity will not be tolerated.

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SPECIFIC DUTIES:

- As a representative of the College, I will make every effort to present both SCAD and myself in the best way possible. I need to be aware that my actions have the ability to influence people's opinions and the expectations of the College.
- I will serve as a resource, answer questions, and give directions to parents and students.
- I will provide my class schedule quarterly and respond to requests for class/lunch/email buddies in a timely manner.
- I will participate in set-up, facilitation, and clean up after SCAD Days.
- I will give bus tours and/or serve as a building greeter on SCAD Days.
- I will be an active participant in ambassador programs/events including: Orientation Tours, Hometown Heroes, Educator Weekends, Transfer Mixers, on campus workshops, Young at Art, Ask an Ambassador, special tours, photo shoots, focus groups and interviews.
- I will participate in a minimum of 3 of the above events per quarter, a class buddy may count as one event, and SCAD Days do not count.
- I will complete other duties as assigned

STIPENDS:

- Student Ambassadors who complete their duties will receive an \$85 stipend at the end of each quarter.

Non-compliance with these rules and regulations will result in your immediate suspension as a Student Ambassador, jeopardize your future membership on the Student Ambassador staff, and possibly result in disciplinary action by the Dean of Students.

I, the undersigned, understand the rules and regulations as they have been explained to me during Student Ambassador training and I accept the responsibility of serving on the 2008-2009 Student Ambassador staff. By affixing my signature below I am acknowledging this Agreement does not constitute an employment agreement with SCAD and does not entitle me to employee benefits

NAME _____

DATE _____

SIGNATURE _____