



# University of St. Francis Saints Ambassador Corps Contract of Employment

Please read the following statements carefully. You will be responsible for adhering to these guidelines throughout your employment with Saints Ambassadors unless otherwise noted. Signed contracts must be returned to Lindsey or Jacqie immediately.

- I understand that as a Saints Ambassador I am a representative of the University of St. Francis and will display a positive manner and set a good example for other students.
- I understand as a Saints Ambassador, when working events I must wear the approved attire during events and office hours.
- I understand that, in addition to my weekday schedule, I must attend all mandatory trainings, meetings, Visit Days ( 7:30- 2pm) and Freshman Registrations (7:30 – 2pm).
- I understand that I must give four (4) tours outside events each semester.
- I understand that the Saints Ambassadors are representatives of the university's student population and therefore I must maintain a cumulative g.p.a requirement of 2.5 or better to ensure my continued employment.
- I understand that one of my responsibilities as a Saints Ambassador is to check my e-mail on a regular basis to ensure I have full knowledge of upcoming events, tours, and etc. to sign-up for.
- I understand that I must read and abide by all of the policies in the 2008-2009 Policy Manual. Failure to comply to the procedures can result in probation or dismissal.
- I understand that I must work efficiently to complete tasks in priority order as determined by the Student Coordinator, Administrative Advisor, or Admissions Counselor.

#### Confidentiality Statement:

As a Saints Ambassadors, I will have access to student files containing personal data. I understand that inappropriate use of this information will result in immediate termination of employment. This information can be written, verbal, or otherwise. **All data collected by the office of Admission is considered confidential and for official university use only.**

Saints Ambassadors Signature: \_\_\_\_\_ Date \_\_\_\_\_

Administrative Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

# PHOTO RELEASE FORM

I hereby grant the University of St. Francis the absolute and irrevocable right and unrestricted permission to use photographs taken of me or in which I may be included with others, and to use, reuse, publish and republish the same in whole or in part, individually or in conjunction with other photographs and in conjunction with any printed matter, in any and all media now or hereafter known, and for any purposes whatsoever without restriction as to alteration, and to use my name in connection therewith if the University of St. Francis so chooses.

I hereby release and discharge the photographer and the University of St. Francis from any and all claims and demands arising out of or in connection with the use of the photographs, including without limitation any and all claims for libel or invasion of privacy.

This authorization and release shall also inure to the benefit of the heirs, legal representatives, licensees and assigns of the photographer as well as the person(s) or institutions for whom he took the photographs.

I am of full age and have the right to contract in my own name. I have read the foregoing and fully understand the contents thereof. This release shall be binding upon me and my heirs, legal representatives and assigns.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date \_\_\_\_\_