Dear Applicant:

Thank you for your interest in the UNLV Presidential Student Ambassador Program. This program seeks volunteer service of elite students across campus. The ambassadors are considered the best representatives of UNLV’s student body and come from a broad range of academic majors, backgrounds, and include undergraduate as well as graduate students. Serving in this capacity is one of the highest honors available to currently enrolled students.

The role of an ambassador is to showcase themselves academically, portray a positive image, and exemplify the best that UNLV has to offer at various university functions with local dignitaries, state officials, prominent community leaders, alumni, and the general public.

Advantages of being an ambassador include invitations to presidential, UNLV, and UNLV Foundationevents, as well as networking opportunities with the business leaders in the Las Vegas community and building relationships with other ambassadors and campus leaders.

Students interested in applying for an ambassador position beginning fall 2016 will have completed at least two semesters on campus at UNLV. In addition, students will hold sophomore status or higher (30 credits) or be admitted to a graduate program, should be enrolled in a minimum of 12 credits (6 credits for graduate students), and have a cumulative GPA of 3.0 or higher. The successful candidate will be outgoing and have an ability to easily engage guests (i.e., without the need of an introduction) and have proven leadership through involvement in student organizations, campus and community activities, and contributions to the community. Strong speaking skills, personal reliability, and professional appearance are a must.

To be considered for the ambassador program, complete and scan your completed materials into a single PDF file. Please ask your referrals to send their completed forms directly to me via email or to mail stop 1001 by the deadline. All application materials must be received no later than **11:59 p.m. on** **Monday, March 7, 2016.** Students who complete all application materials and meet the minimum requirements will be reviewed. The selection committee will determine the most qualified applicants for interviews. Thank you for considering this program, and we look forward to your application.

Sincerely,



Kyle F. Kaalberg, Ph.D.

Special Assistant to the Chief of Staff

Office of the President

**Ambassador Application Checklist**

* Read the cover letter and all accompanying instructions.
* Application Form: Complete the application form and verify that you have signed the application.
* Essay Questions: Complete the three essay questions and attach to your application.
* Resume: Compose a resume outlining work experience, leadership experience, campus involvement and/or community service activities and other applicable qualities.
* Referrals: Provide the referral form to two individuals for a reference and ask them to complete by the deadline. Please secure at least one referral from a UNLV faculty/staff member that has worked with you. The referral is sent directly to Kyle Kaalberg from the person completing and is not included with the materials you submit. You will list the name of the reference source in the “Reference” section of your application. You may wish to provide a copy of page one from this application packet to those completing your references in order to provide them background about the program as they complete your referral.
* Submit Materials: Scan the application form, your resume, and your responses to the essay questions into a single PDF file, and submit electronically to:

Dr. Kyle Kaalberg

Email: kyle.kaalberg@unlv.edu

All application materials must be submitted by **11:59 p.m. on** **Monday, March 7, 2016.**