University of Louisville Visitor Information Centers
Cardinal Ambassador Application Packet

Completed application packet must include items 1-3 in ONE envelope.

1. **Application**
2. **Personal statement**
3. **Two completed recommendation forms**

Please address to Chris Cherry Davis and deliver to the North Visitor Information Center by 5:00 PM Friday, February 15, 2013.

Job Description

Cardinal Ambassadors serve two important roles for the University of Louisville: public relations representative and tour guide. The position requires ambassadors to become extremely knowledgeable and resourceful and learn how to identify answers/solutions to visitors' inquiries. Top candidates will be engaged in campus initiatives and activities. Most students work between 10 and 20 hours per week.

1. Public relations representative

- **Provide front-line customer service in the Visitor Information Centers**
- **Research inquiries and assist customers/visitors in locating university buildings, departments, and programs**
- **Provide directions/information about Metro Louisville**
- **Assist with parking information, permits and directions to campus**
- **Answer and direct incoming phone calls**
- **Assist with welcoming prospective students for the daily campus visit program**

2. Tour Guide

- **Serve as official university marketing representative**
- **Conduct campus tours for prospective students, high school groups, large recruitment programs, specialty tours**
- **Candidates should be comfortable with public speaking and demonstrate confidence and campus spirit**

Personal Statement

Please provide a double-spaced, one-page typed personal statement to answer the following:

1. Please tell us a story about your college experience that you could share on tours.
2. Why do you want to be a Cardinal Ambassador for the University of Louisville?
3. How do you hope to benefit from the experience?
4. What special qualities and/or work experiences can you bring to UofL's visitor information centers?
5. What do you like most about the University of Louisville?

Recommendation Form

1. **Select University of Louisville faculty or staff with whom you have worked or studied.**
2. **First-year students can provide recommendations from former employers or high school faculty or staff.**
3. **Must be in a sealed envelope addressed to Chris Cherry Davis and included in the student's app packet.**

University of Louisville
Visitor Information Centers
Cardinal Ambassador Application

Personal Information

Last Name _____ **First Name** _____ **Middle Name** _____

Student ID Number _____

Louisville Street Address _____ **City** _____ **State** _____ **Zip Code** _____

Home Street Address _____ **City** _____ **State** _____ **Zip Code** _____

Cell Phone _____ **Louisville phone (dorm or apt)** _____

University e-mail Address _____

Emergency Contact _____ **Phone Number** _____

Date available for employment _____

Referred by _____

Academic Information

Major/Minor/School or College: _____ **Current GPA:** _____
Minimum 2.5 from previous completed semester

Year: FR SO JR SR **Expected date of Graduation:** _____

Campus Involvement

Please list all CAMPUS extra-curricular activities, scholarships, positions, organizations, awards, intramurals, study abroad.

_____ _____

_____ _____

_____ _____

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Please list other areas you are interested in (e.g. sports, hobbies, community service work).

_____ _____

_____ _____

_____ _____

Employment History

Previous Employer: _____ **Position:** _____

Duties: _____ **Dates:** _____

Supervisor & Phone: _____

Previous Employer: _____ **Position:** _____

Duties: _____ **Dates:** _____

Supervisor & Phone: _____

I authorize the University of Louisville and its agents to investigate the information provided by me in this application and supporting material and to conduct a criminal records background check, and I release any such school or former employer and its agents from any liability for releasing such information.

Important: Hours of Operation and Requirements
*Center hours of operation are Monday through Friday 7:30 AM – 5:00 PM, year-round.
***All university offices are open M-F even when classes are not in session**.
*Time off must be requested in advance and approved via email.
*Time away during fall break, spring break, holiday breaks, and summer must be requested and approved.
*All ambassadors must be available 11:00-1:00 two days a week to conduct a campus visit tour.

_____ _____
Signature **Date**

University of Louisville Visitor Information Centers
Cardinal Ambassador
Recommendation Form

Applicant: _____ **Date:** _____

The student named above is applying for a Cardinal Ambassador position with the University of Louisville Visitor Information Centers. The purpose of this form is to assist us as we consider applicants. We appreciate your candid evaluation of the student applicant based upon your experience with him/her.

Cardinal Ambassador Job Description

Cardinal Ambassadors serve two important functions for the University of Louisville:
1. Public relations representative
2. Tour guide
The position requires ambassadors to serve as front-line customer service representatives for visitors and prospective students. Ambassadors must become extremely knowledgeable and resourceful and learn how to identify answers/solutions to visitors' inquiries and conduct campus tours with enthusiasm and confidence. Top candidates will be engaged in campus initiatives and activities and demonstrate campus spirit.

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

_____

Please evaluate the applicant based on each of the following traits.
1 = low. 5 = high. NB = No basis for judgment.

Ability to communicate	**1**	**2**	**3**	**4**	**5**	**NB**
Enthusiasm	**1**	**2**	**3**	**4**	**5**	**NB**
Punctuality	**1**	**2**	**3**	**4**	**5**	**NB**
Attitude	**1**	**2**	**3**	**4**	**5**	**NB**
Responsibility	**1**	**2**	**3**	**4**	**5**	**NB**
Dependability	**1**	**2**	**3**	**4**	**5**	**NB**
Friendliness	**1**	**2**	**3**	**4**	**5**	**NB**
Maturity	**1**	**2**	**3**	**4**	**5**	**NB**
Judgment	**1**	**2**	**3**	**4**	**5**	**NB**
Problem solving	**1**	**2**	**3**	**4**	**5**	**NB**

(over)

Please list any other information you think describes this student's ability to represent the University of Louisville.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signed: _____ **Date:** _____

Title: _____ **E-mail:** _____

Forms should be placed in a sealed envelope with signature across the back and returned to the student for submission. Thank you for helping us to recruit the Cardinal Ambassadors.

Chris Cherry Davis
ccd@louisville.edu/502.852.6565