

## **The City College of New York** **Admissions Ambassador Program**

### **Who are Admissions Ambassadors and what do they do?**

Admissions Ambassadors are not only academic achievers, but are recognized leaders on the City College campus. They generally serve as the first contact, and essential link, between the City College of New York (CCNY) Admissions Office and all prospective students.

Our Admissions Ambassadors come from diverse backgrounds, and are individuals who have:

- Skills and enthusiasm to present to groups
- The ability to think on their feet
- Knowledge of the CCNY Campus

### **What is the Office of Admissions looking for?**

We are looking for team players who have the following characteristics:

- Reliability and flexibility
- Communication skills
- Patience
- Professionalism
- Positivity and enthusiasm
- Tact
- Punctuality

### **What are the benefits?**

- Excellent public relations experience to build personal and professional skills
- In-depth knowledge of CCNY
- Leadership experience and the opportunity to shape the Admissions Ambassador program
- Recognition through certificates and letters of recommendation
- CCNY apparel
- Early registration
- A scholarship of \$500 per semester

### **What type of commitment does being an Admissions Ambassador involve?**

CCNY Admissions Ambassadors should be able to commit at least 2 hours per week during the regular semesters in various capacities. The Office of Admissions generally hosts several on-campus events where Admissions Ambassadors will participate. They include: workshops for high school counselors, City University of New York's (CUNY) Counselor Conference, Undergraduate Open House and many more similar events.

### **How can I apply to be an Admissions Ambassador?**

You must submit the attached Admissions Ambassador application, one essay, a resume, and 2 recommendation letters in order to be considered for the program. In addition, you must have a CCNY GPA of 2.8 or higher in order to apply. This is a self-managed application, meaning that it is your responsibility to gather all the required documents. All completed applications (2 recommendation letters, application form, essay, resume and any additional sheets) must be submitted in one envelope. Your application will then be reviewed and you will be contacted for an interview. Please visit [www.ccnycuny.edu/scholarships](http://www.ccnycuny.edu/scholarships) to download the application. You can submit your application in person or by mail by **November 7, 2012** to:

#### **Scholarship Office**

**Wille Administration Building A-101  
160 Convent Avenue  
New York, NY 10031**

### **What about the recommendation form?**

Recommendations should be completed by someone affiliated with The City College of New York (such as a staff or faculty member). You must forward the recommendation form to the individual writing your recommendation. It is your responsibility to collect the completed recommendation form (in a sealed envelope) and submit it along with your application in order to be considered for the Admissions Ambassador program. You will need to submit at least 2 letters of recommendation.

### **How can I get more information about the Admissions Ambassador program?**

Gaslin Osias is the contact person for the CCNY Admissions Ambassador program. You can contact him at (212) 650-7023, via e-mail at [gosias@ccny.cuny.edu](mailto:gosias@ccny.cuny.edu) or stop by the Office of Admissions to speak with him.

**The City College of New York  
Admissions Ambassador Program Application**

**To the applicant:** Please carefully read the *Admissions Ambassador Information Sheet* before completing this application. If you attach additional pages, please be sure that your name is on every page.

**(Please print clearly or type)**

**Gender:**  Male  Female

**Class Level:**  Freshman  Sophomore  Junior  Senior

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_ **Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Home Number:** (\_\_\_\_) \_\_\_\_\_ **Cell Number:** (\_\_\_\_) \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**High School Attended:** \_\_\_\_\_ **Date of Graduation:** \_\_\_\_\_

**College(s) attended (transfer students):** \_\_\_\_\_

**Intended Major:** \_\_\_\_\_ **Intended Minor:** \_\_\_\_\_

**CCNY cumulative GPA:** \_\_\_\_\_ **Expected Date of CCNY Graduation:** \_\_\_\_\_

**Please note that responding to the next 2 questions are voluntary and the information will be kept confidential. Refusal to provide this information will not affect your application.**

**Are you Hispanic/Latino?**  Yes  No

**Indicate your race by selecting one of more options:**

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Using a separate sheet of paper, please answer one of the following essay questions. Please write the essay question you chose on the top of the page.**

1. Why did you choose City College? Please share any information related to your decision to attend CCNY, including academic experience and interests, family history, financial considerations, etc.
  
2. Why do you want to become a CCNY Admissions Ambassador and what will you bring to the group?
  
3. Describe a specific activity or organization in which you were directly involved as an activist or leader. What challenges did you face, how did you resolve them, and what did you learn about yourself in the process?

**Use the space below and/or additional sheet(s) of paper to list and extracurricular activities that you are/have been involved in. This may include work experience, campus activities, athletic teams, internships, study abroad and community service. First semester freshman and transfer students may include activities from high school or previous college(s) attended.**

Activity/Organization	Dates of Involvement	Position(s) Held

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for applying for the Admissions Ambassador Program. You will be contacted within two weeks after the application deadline to arrange an interview.

Return your completed application along with your essay, resume and two letters of recommendations by **Nov. 7, 2012** to:

**Scholarship Office**  
**Wille Administration Building A-101**  
**160 Convent Avenue**  
**New York, NY 10031**

**The City College of New York  
Admissions Ambassador Program  
Recommendation Form**

**To the Applicant:** Complete the top portion of this form and forward it to the individual writing the recommendation. The recommendation form must be returned to you in a sealed envelope.

**Name (Print):** \_\_\_\_\_  
**First** **Last**

I am aware of the rights afforded me by the Federal Educational Right to Privacy Act of 1974, as amended. I hereby  waive  do not waive my right to examine the contents of this recommendation letter. I understand that by waiving my right I do so under the condition that the reference is used solely for the purpose for which it is intended.

**To the Recommender:** Thank you for agreeing to complete this recommendation form. The above individual is an applicant for the Admissions Ambassador program. Ambassadors are students who will assist the Office of Admissions with various recruitment activities by conducting campus tours, participating in open houses, and attending on-campus events with high school guidance counselors. They will play an essential role in the college’s recruitment efforts so your comments are crucial to the selection process. Using your knowledge of this individual, please type or print legibly your response to the following questions. Please return this form and any additional sheet(s) in a sealed envelope, signed across the seal, to the student.

**For how long and in what capacity have you known the applicant?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please evaluate the applicant on each of the following characteristics:**

	Excellent	Good	Average	Poor	Unable to Judge
Oral communication skills					
Motivation & Initiative					
Reliability & Dependability					
Enthusiasm & Friendliness					
Pride in The City College of New York					
Ability to relate to others					

