



ENGINEERING STUDENT AMBASSADOR APPLICATION

The Engineering Student Ambassador (ESA) program was created to assist the Dean's Office staff year-round in planning and executing the College's events, conducting outreach to local K-12 classrooms, managing official social media channels, mentoring current engineering students, and serving as a liaison to prospective students and their families. Above all, ESAs are the official student representatives of the College of Engineering, promoting the College in a professional and positive manner.

To be considered for the ESA position, candidates must submit the enclosed application and participate in a brief interview. Our goal is to recruit students from a variety of backgrounds, each bringing with them unique skills and talents, who will serve our undergraduate student population and local community with great pride.

ESA Responsibilities

- Serve as an ambassador for the College of Engineering
- Work an average of 10 hours per week (though may be more or less depending on the time of year)
- Participate in regular staff meetings/trainings & provide office hours (est. 2 hours/week) for correspondence and administrative work
- Serve as a tour guides/event lead for major annual events on campus (ex. Preview Weekend, Career Day, Junior Expo) as well as for group visits
- Develop and create online and print media, as requested (blogs, video, flyers, presentations, etc)
- Other tasks as assigned

Desired ESA Attributes and Abilities

- Maintains a strong academic record
- Has the ability to address and connect with diverse groups of people
- Possesses a team-oriented attitude
- Demonstrates leadership
- Demonstrates discretion and good judgment
- Is flexible
- Has a positive outlook – even early in the morning – and a “can do!” attitude
- Possesses excellent communication skills
- Shows initiative and is self-directed
- Computer/web programming experience a plus

Position Requirements

- Must be a registered UH Mānoa College of Engineering student who has completed at least one semester at the College by the hire date
- Maintains a minimum of a 3.0 GPA
- Has a clear judicial record
- Demonstrates involvement in campus organizations and/or has knowledge of University policies, procedures and programs

APPLICATION FORM - PLEASE COMPLETE

For special accommodations, please contact Kim Perez Hults at 808-956-7426

Once all applications have been reviewed during the established application period, qualified candidates will be selected to advance to the interview process.

Last name: _____ First name: _____

Local address: _____

Home address: _____

Cell phone: (_____) _____

Phone over breaks: (_____) _____

Email address: _____ UH student ID number: _____

Year of HS grad	Name of high school	City, state
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Will you be living in a residence hall next semester? Yes _____ No _____

--If "yes," list your hall: _____. If no, distance from campus: _____ mins

Major: _____ Anticipated grad date: ____/____ GPA: _____

Have you attended other colleges? Yes _____ No _____ *If so, where and when?*

Dates attended	Name of school	City, state
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Type of degree _____ OR # of credits completed: _____

Have you been employed while attending college? Yes _____ No _____

Employer	Job title/responsibilities	Dates of employment
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What activities, organizations, or programs have you been involved with, on or off campus? (Freshmen may list high school experiences; recent transfer students may list previous college experiences or work in the community)

Activity	Dates of involvement
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Short-answer questions:

1. Why do you want to serve as an ESA?

2. What personal characteristics do you possess that would make you a unique addition to the ESA team?

3. Why is maintaining a professional interaction with new students and parents important? What are some of your greatest communication strengths, and how will they help you working with a team?

As a current engineering student, what do you feel would have been helpful to

4. know about the engineering program prior to enrolling, and how could you help incoming students adapt or adjust to be more prepared?

5. What is one thing (program, resource, service, supply, etc.) that you would suggest the College provide new students that is currently not available to them now?

I agree that the information submitted on this application is complete and correct. By signing below, I permit the College to review my academic and judicial records. I understand that release of this information is necessary to proceed with the application process.

Signature: _____ **Date:** _____

Additional required application materials:

✓ Your current resume ✓ Reference Form completed by UH Mānoa faculty or staff

Individual completing reference: _____ Phone: _____

Submit all materials via email to Kim Perez Hults, Director of Marketing & Outreach Relations, at hults@hawaii.edu.