

## The Kevin B. Harrington Student Ambassador Program 2019 – 2020 Application

Freshmen and Sophomores Eligible to Apply

Info Session: Wednesday, September 18, 2019, 7 p.m., NHIOF West Wing  
**MANDATORY RESUME WRITING WORKSHOP FOR AMBASSADOR APPLICANTS**  
Tuesday, September 24, 5 p.m. Career Development Office

### **Description**

The **Kevin B. Harrington Student Ambassador Program** is a unique opportunity for Saint Anselm students of any major to work closely with the New Hampshire Institute of Politics and develop essential citizenship skills.

As part of a highly selective group, student ambassadors play an integral role in the New Hampshire Institute of Politics' mission – to educate, engage, and empower citizens of all ages to actively participate in the civic and political life of their communities and strengthen democracy. Student ambassadors support the Institute's events by assisting in the promotion of events, welcoming guests and VIPs, and serving as greeters and ushers. In addition, the non-partisan student ambassadors often moderate the question and answer period and facilitate book signings and other post-event activities. Student ambassadors provide tours of the Institute, attend VIP dinners with NHIOF speakers, and support the NHIOF staff with its civic engagement initiatives and activities.

Ambassadors may also organize their own events to promote civic engagement on the Saint Anselm campus. Besides being representatives for the Institute's important mission of citizenship and civic engagement, the ambassador program is also supposed to be a fun, closely knit team of future leaders. Should you be selected and appointed, you will be making a serious investment that will positively impact your college career. Institute staff will review both your academic and judicial standing with the college at the end of each semester.

### **Program Benefits:**

- Opportunities to develop speech writing, public speaking, and other leadership skills
- Unique access to NHIOF events, VIPs, and distinguished speakers
- Special invitations to VIP luncheons, dinners, and lectures
- Valuable networking opportunities

### **Program Requirements:**

- Maintain a GPA of 2.0 or higher
- Honor the College's Community Standards both on and off campus
- Must be in good standing with the College, academically and judicially
- Stay up-to-date on NHIOF speakers and programs to inform the campus community
- Attend NHIOF events and activities
- Assist in on-site coordination of speaker and candidate appearances
- Provide support for NHIOF initiatives
- Exhibit leadership, initiative, dependability, discipline and enthusiasm
- You are required to **work three events** per semester

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- You are required to work either the Fall, Winter or Spring Admissions Open House for the NHIOIP (Students working in the Admissions Department are excused)
- You are required to attend the ambassador's monthly meetings, or must submit a signed meeting absence form 24 hours prior to the meeting. Two missed meetings in a semester, you are dismissed from the program
- You are required to join a committee and attend committee monthly meetings; attendance will be taken. Two missed meetings in a semester, you are dismissed from the program
- You are expected to attend NHIOIP events that you are not signed up to work at as well as encourage other students to attend
- You must attend tour training and are required to be able to give a knowledgeable tour of the NHIOIP.
- Every **fall semester**, all ambassadors are required to submit a self-evaluation with an approved stamped resume from the Career Development Center due at 4 p.m. on the first Reading Day. The deadline is strictly adhered to; self-evaluations will not be accepted late. You must submit a resume even if you are on a leave of absence during the fall semester.
- Each semester you must fulfill an 'above and beyond' from the list below:
  - a. Participate in Citizenship Week – only for those who are NOT already on the Civic Engagement Committee can use this as above and beyond
  - b. Ask a question at an event
  - c. Give a tour of the NHIOIP to guests and/or speakers
  - d. Volunteer at the donate to the Thanksgiving Basket/ work at the Holiday Kids Fair/Relay for Life/ Meelia Center Valentine's Dance or other designated special event
  - e. Assist in the set-up or take down of signage/banners at NHIOIP events
  - f. Assist with American Legion Oratorical Contest judging
  - g. Assist with Eagle Scout event
  - h. Attend a World Affairs International Visitors Reception
  - i. Assist with the Naval War College luncheon
  - j. Assist with dinner for Admitted Honor Students
  - k. Assist in the American Elections Conference or other conference
  - l. Other – a task approved by the ambassador advisor

**PLEASE KEEP THESE FIRST 2 PAGES FOR YOUR RECORDS**

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**The Kevin B. Harrington Student Ambassador Program  
Application 2019 – 2020**

**DEADLINE TO SUBMIT: Friday, October 25, 2019**

Completed applications may be submitted by email to [ambassadors@anselm.edu](mailto:ambassadors@anselm.edu) or in person at the New Hampshire Institute of Politics. Applications must be in our office by the deadline. Interviews will take place on a rolling basis once your application and resume is received.

**If you have any questions, please contact Julianne Plourde,  
ambassador program student chair at [juplourde@anselm.edu](mailto:juplourde@anselm.edu)**

**Personal Information:**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Campus Box Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ College E-mail: \_\_\_\_\_ Other E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Include: Street, City, State and Zip Code)

Class Year: \_\_\_\_\_ Academic Major/Minor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Do you have any other commitments during the 2019 – 20 academic year? If so, please list:  
(Examples: off-campus work, work study, student athlete, student clubs, etc.)

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Please list any Institute events you have attended:

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**Additional Information:**

**1) Statement of Interest:** On a separate piece of paper, please answer each of the following questions.

- Why would you like to be a student ambassador?
- What do you think you would gain from being a student ambassador?
- What leadership qualities do you already possess that you would bring to the program?
- Describe your interest in politics and civic engagement.

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- 2) **Approved Resume:** Please attach a current resume that has been approved by the Career Development Office. You must schedule an appointment in advance or check the walk-in hours. If you do not have a resume composed, we urge you to meet with the advisors in Career Development to help you develop one. An approved stamped resume is required. Do not wait until the last minute!
- 3) **Interview Time:** Interviews will take place September 19 through November 15. We will notify you by email to set up a 15 minute interview.
- 4) **Notification of Acceptance:** Students will be notified by email in early January.

### **NHIOP STUDENT AMBASSADOR GUIDELINES**

*Student ambassadors agree to the following guidelines:*

- Understand the NHIOP Student Ambassador Requirements listed on application.
- Attend orientation and regularly scheduled meetings, including committee meetings.
- Submit an approved meeting absence form 24 hours prior to the meeting if you are unable to attend.
- Maintain good communication with other ambassadors and the NHIOP staff.
- **Be reliable. If you sign up for an event, committee, or task make certain to follow through.**
- Be proactive and share your ideas about events, programming, and initiatives, as you are the Institute's liaison to the student body.
- Act professionally at all times. No smoking, drinking or cursing at NHIOP events or activities.
- Student ambassadors must arrive 30 minutes prior to NHIOP events, and **are expected to remain at events until all guests have departed**. Please keep your scheduled commitments. If you are unable to attend when scheduled, please contact Julianne Plourde at [juplourde@anselm.edu](mailto:juplourde@anselm.edu) at least **24 hours** in advance.
- Dress appropriately at all times, and remember that you are representing the Institute and the College. When working at events, please wear a solid dress shirt or blouse with slacks or a skirt. Skirts and necklines should be professional. No sandals or sneakers. Please also wear an ambassador badge and return it to the office after each event.
- The NHIOP and the Student Ambassador Program are non-partisan. While you may feel strongly about an issue or a particular candidate, it's very important that you maintain a neutral stance while representing the Institute. Please keep your opinions to yourself while working for the NHIOP, and never argue or speak out while representing the Institute.
- During events, please follow instructions and remain at your assigned location (i.e. usher, greeter, registration table, speaker assistant, etc.).

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- Be dynamic, energetic, versatile, helpful, courteous, and pleasant at all times. As representatives of the NHIOP, please make sure guests and visitors feel welcome and treat your fellow ambassadors with respect.

*We are confident that you understand the need for maintaining a high standard of professionalism while serving as a student ambassador, and we believe that this will be a tremendous experience for all involved.*

Name: \_\_\_\_\_ (Please print) \_\_\_\_\_ (Date)

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