

College of Music Ambassador Application Packet

2025-26

Thank you for your interest in the College of Music (COM) Ambassador Program. The purpose of this program is to promote and represent the College of Music and the University by assisting the COM Admissions Office with tours and outreach, and providing leadership and support for all music majors.

Enclosed in the packet you will find

1 COM Ambassador Application
3 Faculty/Staff/Employment Reference Forms

Why should I apply to be a COM Ambassador?

Hourly salary plus a \$1,000 scholarship (which includes a competitive out-of-state tuition waiver). In addition to the monetary rewards, COM Ambassadors get to meet new people, share their knowledge and love of UNT and the College of Music, as well as help current and prospective students every day! They also build connections throughout campus by working closely with the UNT Alumni Association, the UNT Admissions Office, Toulouse Graduate School, and more.

What will the COM Ambassador Program do for my future?

Students chosen to be part of this elite group receive valuable training and develop skills in problem solving, team building, interpersonal communication, promoting diversity and public speaking, making them more marketable in today's workforce.

What is being a COM Ambassador all about?

The COM Ambassador Program is an amazing opportunity for students who desire to help others and promote the College of Music. We are looking for outgoing, friendly students who possess a genuine love for UNT and the COM, and are willing to give tours, provide excellent customer service, recruit new students, and be positive role models. Being a COM Ambassador is a prestigious honor and a unique opportunity for personal and professional growth.

**Completed Application, UNT Transcript, and
Reference Forms are due by
Wednesday, March 19, 2025**

Completed application packets should be emailed to collegeofmusic@unt.edu
or brought to Chilton Hall 211.

2025-26 COM Ambassador Application

You must submit three recommendation forms with this application. One should be completed by your most recent employer (if applicable) and the other two by current UNT faculty or staff members who know you well enough to respond to the listed items. You must also include a UNT transcript - this does not need to be official. Incomplete applications will not be considered.

Please type or print clearly. Do not attempt to recreate this form.

Name: _____ Student ID: _____

Preferred mailing address: _____

City _____ State _____ Zip _____

Cell phone: _____ Email: _____

EUID: _____ Classification: _____

UNT Cum. GPA: _____ Major: _____ Instrument/Voice: _____

UNT Music GPA: _____ Credit hours completed at UNT: _____ Total credit hours completed: _____

Date you entered UNT: _____ Expected date of graduation: _____

What languages do you speak fluently? _____

How did you find out about this position? _____

Do you plan to student teach or complete an internship between August 2025 and May 2026? Yes / No

Do you plan to take summer classes at UNT during summer 2025 or 2026? Yes / No

Are you in good standing with UNT and free of any disciplinary warnings, probation or suspension? Yes / No
If no, please attach an explanation in writing.

If selected, acknowledge that you will attend mandatory training. Yes / No

By signing below, you acknowledge that you have read the COM Ambassador job description, agree to abide by all terms if hired, attest that the information on this application is correct, and permit the selection committee to access your academic and judicial records with the University of North Texas, as well as any self-representation you may have on the internet.

Signature of agreement: _____ Date: _____

List organizations/service opportunities in which you are currently active, including offices you hold.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Please circle any of the following terms that describe you:

Transfer Student SAI Member Pi Kappa Lambda Member Honors College Student
International Student Mu Phi Epsilon Member National Merit Scholar UNT Housing RA
Graduate Student Phi Mu Alpha Member Emerald Eagle Scholar Other: _____

Please list your three greatest strengths and three greatest weaknesses.

1. _____
2. _____
3. _____
1. _____
2. _____
3. _____

If you have been previously employed at UNT, please list where and when below.

Where else have you been employed?

Please include your response to the following question on a separate document. Limit to one page.

1. What experiences have you had that make you qualified, and the best candidate for the COM Ambassador Program? Include your favorite music classes and a list of ensembles in which you have participated at UNT.

List the names, titles, and phone numbers or email addresses of the three individuals who will submit reference forms on your behalf. Preferably one should be from your most recent employer and the other two from current UNT College of Music faculty or staff.

1. _____
2. _____
3. _____

Return the completed application to the COM Student Services Center, Chilton Hall 211 or by email to collegeofmusic@unt.edu by Wednesday, March 19, 2025.

2025-26 College of Music Ambassador Reference Form

Applicant: Complete this section prior to distributing to your reference

Name of Applicant: _____ Phone: _____

The Family Educational Rights and Privacy Act of 1974 provides students the right to access this form. This right may be waived, but no school or person can require the student to waive this right. Check the desired statement and sign below.

- I waive my right to review this recommendation form.
 I do not waive my right to review this recommendation form.

Signature of Applicant: _____ Date: _____

To the Reference:

The College of Music (COM) is seeking exceptional students to serve as Ambassadors. If selected, this student would serve as a tour guide, student recruiter, and student representative to prospective students and the community. The applicant’s ability to communicate effectively is crucial. You can assist in the selection process by answering the following questions with regard to the applicant’s ability to contribute and succeed as a member of the COM Ambassador Program.

Name of Reference: _____ Title/Position: _____

Department/College: _____ Phone: _____

How long have you known the applicant? _____ In what capacity? _____

Personal Characteristics: Check all that apply to the applicant.

- | | | | | |
|--|-------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Accepting of others | <input type="checkbox"/> Creative | <input type="checkbox"/> Insightful | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Reserved |
| <input type="checkbox"/> Approachable | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mature | <input type="checkbox"/> Patient | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Emotional | <input type="checkbox"/> Motivated | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Ethical | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Practical | <input type="checkbox"/> Temperamental |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Honest | <input type="checkbox"/> Organized | <input type="checkbox"/> Punctual | <input type="checkbox"/> _____ |

Strengths and Weaknesses:

What are this applicant’s greatest strengths?

What are this applicant’s greatest weaknesses?

Abilities: Use the scale below to assess the applicant’s ability in the following areas.

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=Not applicable

- | | |
|--|---|
| _____ Communication skills (oral and written) | _____ Ability to solve problems |
| _____ Predisposition for teamwork | _____ Ability to manage time and finish tasks on time |
| _____ Leadership abilities | _____ Ability to work with a diverse population |
| _____ Respect for authority | _____ Ability to accept responsibility for own actions |
| _____ Relationships with peers | _____ Ability to speak in front of small and large groups |
| _____ Willingness to take initiative | _____ Ability to listen and follow directions |
| _____ UNT and COM Pride | _____ Ability to think fast on their feet |
| _____ Ability to cope with stress | _____ Ability to present a positive image of COM |
| _____ Ability to relate well to students and parents | |

Please complete the second page of this reference form.



2025-26 College of Music Ambassador Reference Form

Explanation of Ratings

If you rated the applicant as a 1 or 2 in any area, please elaborate below:

If you rated the applicant a 5 in any area, please elaborate below:

Could you picture this candidate conducting clear, organized COM tours? YES / NO

Do you think this candidate would represent the COM well to the Dean and other VIPs? YES / NO

Do you think this candidate is someone with whom prospective students could relate easily? YES / NO

Do you think this candidate is someone with whom parents could relate easily? YES / NO

Final Recommendation

Please check one:

- I recommend this applicant without reservation as an excellent COM Ambassador candidate.
- I recommend this applicant as a good COM Ambassador candidate.
- I have some reservations, but believe this candidate has a reasonable chance of success.
- I have substantial doubts about this applicant's ability to serve as a COM Ambassador.
- I do not recommend this applicant for employment in the COM Ambassador program.

Thank you for serving as a reference for this applicant. Your feedback is crucial to our selection process. Please return this form, in a sealed envelope signed across the seal, to the applicant so they may submit a complete application packet by Wednesday, March 19, 2025. You may also email the completed form to collegeofmusic@unt.edu.

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