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 3 Reference Forms are due by Monday, March 25, 2024

Completed application packets should be emailed to collegeofmusic@unt.edu or brought to Chilton Hall 211.
2024-25 COM Ambassador Application

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 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 2024 and May 2025? Yes / No

Do you plan to take summer classes at UNT during summer 2024 or 2025? 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. ______________________________________  4. ______________________________________
2. ______________________________________  5. ______________________________________
3. ______________________________________  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. ______________________________________  1. ______________________________________
2. ______________________________________  2. ______________________________________
3. ______________________________________  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 Monday, March 25, 2024.
# 2024-25 College of Music Ambassador Reference Form

**Applicant:** Complete this section prior to distributing to your reference

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Name of Reference:</th>
<th>Title/Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Phone:</td>
</tr>
<tr>
<td>How long have you known the applicant?</td>
<td>In what capacity?</td>
</tr>
</tbody>
</table>

**Personal Characteristics:** Check all that apply to the applicant.

- [ ] Accepting of others
- [ ] Approachable
- [ ] Caring
- [ ] Confident
- [ ] Cooperative
- [ ] Creative
- [ ] Dependable
- [ ] Emotional
- [ ] Ethical
- [ ] Honest
- [ ] Insightful
- [ ] Mature
- [ ] Motivated
- [ ] Open-minded
- [ ] Organized
- [ ] Outgoing
- [ ] Patient
- [ ] Positive Attitude
- [ ] Practical
- [ ] Punctual
- [ ] Reserved
- [ ] Sincere
- [ ] Tactful
- [ ] Temperamental
- [ ]______________

**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.

<table>
<thead>
<tr>
<th>5=Excellent</th>
<th>4=Good</th>
<th>3=Average</th>
<th>2=Fair</th>
<th>1=Unacceptable</th>
<th>NA=Not applicable</th>
</tr>
</thead>
</table>

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

Please complete the second page of this reference form.
2024-25 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 Monday, March 25, 2024. You may also email the completed form to collegeofmusic@unt.edu.
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.
☐ Accepting of others ☐ Creative ☐ Insightful ☐ Outgoing ☐ Reserved
☐ Approachable ☐ Dependable ☐ Mature ☐ Patient ☐ Sincere
☐ Caring ☐ Emotional ☐ Motivated ☐ Positive Attitude ☐ Tactful
☐ Confident ☐ Ethical ☐ Open-minded ☐ Practical ☐ Temperamental
☐ Cooperative ☐ Honest ☐ Organized ☐ Punctual

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.
2024-25 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 Monday, March 25, 2024. You may also email this completed form to collegeofmusic@unt.edu.
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.
☐ Accepting of others ☐ Creative ☐ Insightful ☐ Outgoing ☐ Reserved
☐ Approachable ☐ Dependable ☐ Mature ☐ Patient ☐ Sincere
☐ Caring ☐ Emotional ☐ Motivated ☐ Positive Attitude ☐ Tactful
☐ Confident ☐ Ethical ☐ Open-minded ☐ Practical ☐ Temperamental
☐ Cooperative ☐ Honest ☐ Organized ☐ Punctual ☐ ______________

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.
2024-25 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 Monday, March 25, 2024. You may also email this completed form to collegeofmusic@unt.edu.