



## OUR LADY OF THE LAKE COLLEGE STUDENT AMBASSADOR



### DESCRIPTION OF QUALIFICATIONS AND RESPONSIBILITIES

*Please familiarize yourself with the Student Ambassador Qualifications and Responsibilities before completing the application form.*

#### **Student Ambassador Members:**

Student Ambassadors serve as official college ambassadors at formal college functions. The number of Student Ambassadors is set at 20, with each receiving a scholarship of \$300 per semester. Selection to Student Ambassadors is one of the highest honors a student can receive at Our Lady of the Lake College. Membership in this prestigious group reflects dedication to serving the college, leadership, and academic excellence.

#### **Qualifications for selection of Student Ambassadors:**

1. Be currently enrolled as a full-time undergraduate student
2. Currently have (and maintain throughout tenure) a minimum Overall GPA of 3.0
3. Completed one or more semesters at Our Lady of the Lake College
4. Be in good academic and disciplinary standing with the College
5. Available to serve as a member for at least two consecutive semesters
6. Students who are enrolled in a **clinical** program **cannot** serve as a Student Ambassador Member
7. Knowledgeable of college services and resources
8. Able to coordinate any work commitments and Student Ambassador Responsibilities

#### **Responsibilities:**

Members of Student Ambassadors serve as official hosts for a number of campus events such as Quarterly College Mass, Lectures, College Job Fairs, Recruiting, Graduation Ceremonies and Banquets. Student Ambassador Responsibilities vary throughout the academic year. Student Ambassador Meetings are held monthly.

Ambassadors are expected to serve a total of 30 **hours each semester**. Verification of Ambassadors presence is required at each function.

Qualified Members receive a scholarship of \$300 per semester. The scholarship amount is contingent upon final approval of the College budget. Continuation in the program and receipt of the scholarship will be based on periodic reviews of each student's performance by the Student Development Specialist. Student Ambassador Members not meeting required semester hours are responsible for returning awarded scholarship to the College. Student Ambassador Members are accountable for performing all assigned tasks.

**Mail application to:**

Our Lady of the Lake College  
Student Services

**ATTEN:** Karen Goodridge  
Student Development Specialist  
5421 Didesse Street, Suite A  
Baton Rouge, LA 70808  
225-768-1774  
[karen.goodridge@lolcollege.edu](mailto:karen.goodridge@lolcollege.edu).

**Submit the Following:**

1. Completed Student Ambassador Membership Application
2. A separate answer sheet for application questions
3. The completed Recommendation Form from a College Faculty/Staff Member
4. A list of the following:
  - a. Student activities involvement
  - b. Leadership experience
  - c. Participation in other college-related organizations or activities
  - d. Honors received
  - e. Off-campus involvement (community, volunteer, church, etc)

**Application Process**

Upon review of all completed applications, top candidates will be invited to interview for available positions.

**APPLICATIONS DEADLINE:**



**Our Lady of the Lake College  
Student Ambassador Membership  
Application**

Name \_\_\_\_\_  
Last First M.I.

Student ID# \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street Apartment

\_\_\_\_\_ City State Zip

Phone Numbers (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

OLOL College E-mail address \_\_\_\_\_

Name of High School \_\_\_\_\_

Overall College GPA \_\_\_\_\_ Expected graduation date \_\_\_\_\_

Number of hours earned at Our Lady of the Lake College \_\_\_\_\_

Transfer Student? Yes \_\_\_\_\_ No \_\_\_\_\_

**List the name of the individual (College Faculty/Staff Member) you have asked to complete the Student Ambassador Recommendation Form.**

**Faculty/Staff Member**

\_\_\_\_\_ Name Department Relationship

\_\_\_\_\_ Phone E-mail Address

**Answer the following questions. (Type all responses on a separate sheet and attach):**

1. Describe the activity or accomplishment that has meant the most to you during your OLOL College experience.
2. Describe the talents, abilities, skills, and attributes that make you the best candidate for assuming the role as an official Our Lady of the Lake College Student Ambassador.
3. Describe a successful team; include what type of team member are you?
4. If you plan to be employed next semester, please answer the following questions:
  - a) Where will you work?
  - b) How many hours per week do you plan to work, and what is your work schedule?
5. How will you handle conflicts between your studies, day to day responsibilities, and Student Ambassador Member Duties?

.....  
To the best of my knowledge, the information I have provided is correct and accurate:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Received by:**

\_\_\_\_\_  
**Initials**

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



## Our Lady of the Lake College Student Ambassador Recommendation Form

Student Ambassador Candidate \_\_\_\_\_

(Print)

The student named above has applied to be an Our Lady of the Lake College Student Ambassador. Selection to the Student Ambassador Program is one of the highest honors a student can receive at Our Lady of the Lake College. Membership in this prestigious group reflects dedication to serving the college, leadership, and academic excellence. These students will represent OLOLC to prospective students, their parents, and local community. Ambassadors will be responsible for acquiring an extensive body of knowledge about the college and must be able to communicate that knowledge effectively. We would appreciate your evaluation of the Student Ambassador Candidate named above by completing this form as honestly as possible.

**In what capacity and how long have you known this student?**

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**Describe the extent of your contact with this student.**

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Please rate the student on the following characteristics by circling the appropriate rating.

|                             |               |         |               |           |
|-----------------------------|---------------|---------|---------------|-----------|
| <b>Attitude</b>             | Below Average | Average | Above Average | Excellent |
| <b>Communication Skills</b> | Below Average | Average | Above Average | Excellent |
| <b>Cooperative</b>          | Below Average | Average | Above Average | Excellent |
| <b>Dependability</b>        | Below Average | Average | Above Average | Excellent |
| <b>Enthusiasm</b>           | Below Average | Average | Above Average | Excellent |
| <b>Friendliness</b>         | Below Average | Average | Above Average | Excellent |

|                                |               |         |               |           |
|--------------------------------|---------------|---------|---------------|-----------|
| <b>Initiative</b>              | Below Average | Average | Above Average | Excellent |
| <b>Leadership Potential</b>    | Below Average | Average | Above Average | Excellent |
| <b>Punctuality</b>             | Below Average | Average | Above Average | Excellent |
| <b>Respectful of Others</b>    | Below Average | Average | Above Average | Excellent |
| <b>Problem Solving Ability</b> | Below Average | Average | Above Average | Excellent |

**Additional Comments**

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**Instructor**

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Name (Print) Department

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Phone # E-mail Address

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Signature

**Return via Campus Mail to:**  
 Karen Goodridge, M.Ed.  
 Student Services  
 Student Development Specialist  
 5421 Didesse Street, Suite A  
 Baton Rouge, LA 70808  
 OLOLC, Student Services  
 (225) 490-1620; (225) 768-1774

|                     |             |
|---------------------|-------------|
| <b>Received by:</b> |             |
| <hr/>               |             |
| <b>Initials</b>     | <b>date</b> |