Thank you for your interest in the alternate Fall Welcome Ambassador position. We are excited to begin the selection of our team of leaders for this program. This position is responsible for introducing and acclimating first-year and new transfer students to Western Michigan University.

**What is the Fall Welcome program all about?**

Fall Welcome is a three-day transition program designed to build connections between first-year and new transfer students and the WMU community. The goal of Fall Welcome is to help first-year and new transfer students with their academic and social transition to college life at Western Michigan University. This program will build on the foundation created during New Student Orientation.

**How will Fall Welcome benefit me as a WMU student?**

Making connections throughout your college experience is crucial for success. As a Fall Welcome Ambassador, you will have the opportunity to make and enhance connections with the faculty, staff, and a variety of students from the WMU community. In addition, Ambassadors will develop skills in group problem solving, conflict resolution, interpersonal communication, and team building. Fall Welcome will also provide students with the opportunity to interact with a diverse population of students, fostering important skills for future employment.

Get More Information Online

[www.wmich.edu/firstyear](http://www.wmich.edu/firstyear)

**Application Deadline**

Friday, July 21, 2017 at 5:00 p.m.

Return applications to the Fall Welcome Office, 1535 Ellsworth Hall by Friday, July 21, 2017 at 5:00 p.m.

Fall Welcome
(269) 387-2338
fall-welcome@wmich.edu
Alternate Fall Welcome Ambassador
Job Description

RESPONSIBILITIES
- Facilitate a small group of first-year or new transfer students
- Encourage positive student interactions
- Acquaint new students with campus services, activities, and facilities
- Assist with various aspects of program implementation
- Foster the development of WMU pride
- Be a positive role model to incoming students
- Complete a formal evaluation of the Fall Welcome program

QUALIFICATIONS
- Excellent communication skills
- Ability to relate well with students, parents, faculty, and administrators
- Commitment to Western Michigan University
- Demonstrate interest in helping others
- Good organizational skills and flexibility
- 2.50 minimum grade point average at the time of application
- Enrolled in classes at WMU during Fall 2017
- Ability to work as an effective and productive team member
- Good disciplinary standing with the University
- Must be available to participate in all training sessions
- Cannot be a Bronco Buddy, Resident Assistant (R.A.), fall sport athlete, or Bronco Marching Band (B.M.B.) member due to schedule conflicts

BENEFITS
- Early move-in for all Ambassadors living in the residence halls
- Free meals for all Ambassadors
- Free Fall Welcome and WMU attire
- Free training in all areas related to Fall Welcome
- $200 appreciation gift card upon the completion of Fall Welcome*
  *please see the Appreciation Gift Card Agreement for complete eligibility details

TIME COMMITMENT
- Complete online training material prior to training weekend
- Attend Fall Welcome Ambassador training Saturday, August 26 through Monday, August 28
- Participate in all Fall Welcome activities the week of Tuesday, August 29 through Friday, September 1

APPLICATION PROCESS
- Applications must be submitted by candidate and have two reference forms submitted by the evaluators no later than 5:00 p.m., Friday, July 21, 2017 (Fall Welcome Office, 1535 Ellsworth Hall). No references are needed for returning Ambassadors.

Please be advised that you are not covered by Western Michigan University’s Medical Insurance while serving as an Ambassador. Western Michigan is an equal opportunity/affirmative action employer. TERMS SUBJECT TO CHANGE WITHOUT NOTICE.
I, ______________________________, accept the position of Fall Welcome Ambassador for 2017. I agree to follow and support all policies, procedures, and ethical standards as established by the First-Year Experience Programs.

As a Fall Welcome Ambassador, I will:

● Support and respect all members of the Fall Welcome staff, including the Fall Welcome Student Co-Coordinators, Interns, professional team members, and the Fall Welcome Program Manager.

● Fulfill the responsibilities and duties outlined in the Fall Welcome Ambassador Job Description and attend all functions as expected by my immediate supervisor and the program.

● Respect the confidentiality of student records and all information shared among the Fall Welcome staff. I understand that unauthorized disclosure of confidential information is grounds for immediate dismissal.

● Serve as a member of the FYE Team and contribute in positive ways to its cohesiveness and success.

● Abide by all WMU policies, including those stated in the Undergraduate Catalog, Student Code of Conduct, and First-Year Experience Programs.

● Maintain an appropriate and professional relationship with all incoming students and fellow Fall Welcome Ambassadors.

● Wear clothing that promotes the ideals of character, citizenship and civility, and refrain from wearing anything that promotes alcohol, drugs, cigarettes, or other colleges/universities during all training sessions.

● Wear the provided t-shirts for the duration of the Fall Welcome Program.

● Refrain from promoting the use of alcoholic beverages or other drugs; refrain from possessing or consuming alcohol, regardless of my age, while my Fall Welcome employment agreement is in effect (Aug. 26 – Sept. 1, 2017). Drinking during training weekend or during Fall Welcome will result in immediate dismissal from the Ambassador position.

● Demonstrate an appreciation for all forms of diversity including but not limited to: culture, ethnicity, disability, religion, sexual orientation, gender identity & expression, and socio-economic status.

● Discuss academic issues with Fall Welcome attendees in a non-biased fashion and refer students to their Academic Advisor for formal advising.

● Promote all options and opportunities at WMU in an unbiased and positive manner. This includes all living options and all student organizations, not just those with whom I have a personal affiliation.

● Always speak positively about WMU and other colleges/universities.

● Promote the WMU Bookstore (in the Bernhard Center) as the bookstore of choice.

● Positively represent all promotional items and companies during Fall Welcome.

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FWA Initials
Volunteer Agreement & Code of Conduct
Fall Welcome Ambassador

Sample Page 2 (This is a sample contract only; you will sign the official contract upon being hired as an Ambassador.)

It is understood that I am:

- Required to maintain at least a 2.50 GPA through the end of the Spring 2017 and/or summer sessions, as well as remain in good disciplinary standing with the university. I understand that grades and disciplinary standing will be reviewed upon being hired and failure to meet this requirement will result in dismissal from the position.

- **Required to attend all** Fall Welcome training sessions, programs, events, briefings, meetings, and official functions unless specifically excused by a Fall Welcome staff member in advance. These dates are: Saturday, August 26 through Friday, September 1, 2017 (Fall Welcome Ambassador Training & Fall Welcome Week).

- **Required** to complete online training materials prior to training weekend. Failure to complete will result in deduction of gift card.

- A role model on campus and, as such, will always project a positive image of myself. This includes, but is not limited to, the pictures that I am portrayed in on any online social network.

- Required by Fall Welcome policy to **refrain from scheduling work hours during Ambassador Training and Fall Welcome week: Aug. 26 – Sept. 1.**

- Required to exhibit a positive and respectful attitude during Ambassador Training sessions and the Fall Welcome Program, which includes, but is not limited to: refraining from cell phone use during training sessions, helping the Fall Welcome staff when asked, assisting other Ambassadors as necessary, and giving full attention to all session presenters.

- Required to assist with other Fall Welcome responsibilities as assigned (i.e. move-in day duties, working at Buster’s Buffet, etc.). All Ambassadors will receive these assignments during Ambassador Training.

- Required to attend the duration of the 2017 Fall Welcome Ambassador Training Sessions, Aug. 26 – 28.

- Required to attend all required Fall Welcome events with my group, Aug. 29 – Sept. 1.

- Required to work very long days while executing the Fall Welcome Program, typically 7 a.m. – 10 p.m.

- Required to be on time for all Ambassador Training sessions and Fall Welcome events.

- Required to complete a formal evaluation of the Fall Welcome Program.

**I understand that I receive the following benefits and compensation:**

- Early move-in for all Ambassadors living on campus

- Free meals for all Ambassadors during Ambassador Training and the Fall Welcome Program.

- Free training in all areas related to Fall Welcome.

- Free Fall Welcome and WMU attire.


Please be advised that you are not covered by Western Michigan University’s Medical Insurance while serving as an Ambassador. Western Michigan is an equal opportunity/affirmative action employer. TERMS SUBJECT TO CHANGE WITHOUT NOTICE.

FWA Initials
Volunteer Agreement & Code of Conduct  
Fall Welcome Ambassador  

Sample Page 3 (This is a sample contract only; you will sign the official contract upon being hired as an Ambassador)

My signature indicates that I have read, understand, and agree to follow all policies and procedures outlined. I understand this contract will be enforced during the specified time. I further understand that conditions in the First-Year Experience Programs and at WMU may necessitate a change in policies and procedures, and I agree that I will uphold and abide by all decisions presented. Failure to abide by agreed upon policies may result in dismissal from my position. Dismissal from my position results in automatic forfeiture of the entire Ambassador Appreciation Gift Card, regardless of time served as an Ambassador.

Volunteer Name (Print)                Date                Fall Welcome Staff Member Name (Print)                Date

Volunteer Signature                Date                Fall Welcome Staff Member Signature                Date

Please be advised that you are not covered by Western Michigan University’s Medical Insurance while serving as an Ambassador. Western Michigan is an equal opportunity/affirmative action employer. TERMS SUBJECT TO CHANGE WITHOUT NOTICE.
Ambassador Appreciation Gift Card Agreement

After the completion of a successful Fall Welcome Week, **Ambassadors who uphold all aspects of the Fall Welcome contract will receive up to a $200 appreciation gift card to the WMU Bookstore.**

Breaking the Fall Welcome contract will be grounds for a performance review by the Fall Welcome Program Manager. Depending upon the severity of the breach of contract, the appreciation gift card is subject to decrease to $100 or $50. Dismissal from the position is possible, should the Ambassador exhibit inappropriate behavior and/or multiple or repeated offenses of breaking the contract. Ambassadors may be dismissed from the position at any time before or during Ambassador Training or Fall Welcome week. Ambassadors dismissed from the position forfeit the entire appreciation gift card, regardless of time served as an Ambassador.

To be eligible to receive the **$200 appreciation gift card**, Ambassadors will be expected to adhere to the following Fall Welcome policies and procedures, which are representative of an exceptional Ambassador:

- **Complete online training materials**
- **Attend and stay for the duration of all sessions** of Ambassador Training (unless previously excused by a Fall Welcome staff member). An attendance system of swiping your Bronco ID card in and out of sessions will be enforced. **An absence from training for any reason must be excused by the Fall Welcome Program Manager or Interns no later than Friday, Aug. 25.** Notifying the Fall Welcome staff on or after Saturday, Aug. 26 of a need to be excused from training or from Fall Welcome week will result in an automatic $100 reduction.
- **Exhibit a positive and respectful attitude during Ambassador Training and Fall Welcome Week, which includes:**
  - not using cell phones during training sessions, helping Fall Welcome staff when asked, assisting other Ambassadors as necessary, and giving full attention to all session presenters.
  - Be on time for all Ambassador Training sessions (not more than 10 minutes late) and on time for all required Fall Welcome events (arriving after the start of the presentation is considered late).
  - Attend all required Fall Welcome events with their groups.
  - Attend and be on time for all Ambassador morning meetings with the Co-Coordinators during Fall Welcome week.
  - Assist with other Fall Welcome responsibilities as assigned (i.e. move-in day duties). All Ambassadors will receive these assignments during Ambassador Training.
  - Must fill out an Ambassador Training evaluation at the end of the week and turn it in at the designated time and location.
  - Communicate in a timely manner via e-mail or phone call with the Fall Welcome staff; responses must be received by the designated deadline.

Additional items expected from Ambassadors, and which will appear on the Fall Welcome contract, include:

- Refraining from the use of alcohol and other drugs for the duration of Ambassador Training and Fall Welcome week (Aug. 26 – Sept. 1).
- Representing WMU and FYE in a respectful and positive manner at all times.
- Refraining from wearing clothing that represents other schools.
- Act as a role model for all incoming students.

Please be advised that you are not covered by Western Michigan University’s Medical Insurance while serving as an Ambassador. Western Michigan is an equal opportunity/affirmative action employer. TERMS SUBJECT TO CHANGE WITHOUT NOTICE.
$100 appreciation gift cards will be given should one of the following scenarios occur, and $50 appreciation gift cards will be given if two of the following scenarios occur:

- Arriving late to Ambassador Training sessions more than one time (more than 10 minutes).
- Unexcused absence from at least one Ambassador Training session.
- Not attending one of the required Fall Welcome events, or communicating to students they do not need to attend Fall Welcome events.
- Arriving late more than one time to the Miller presentations (you will be marked late if you arrive after the presentation has begun).
- Exhibiting a negative or disrespectful attitude by: using cell phones during Training sessions; refusing to help a Fall Welcome staff member when asked; being insubordinate to Fall Welcome or FYE staff members; refusing to assist other Ambassadors if they need help; refusing to follow the Fall Welcome schedule; talking disrespectfully about WMU or FYE to other Ambassadors or students.
- Distributing wristbands to students who are not participating in Fall Welcome.
- Neglecting to complete and return the Ambassador Training evaluation at the end of the week.

Each of the above-mentioned scenarios will require a conversation with a Fall Welcome staff member and a performance review by the Fall Welcome Program Manager. Three or more offenses will require automatic dismissal from the position and forfeiture of the appreciation gift card.

Gift cards will be issued Sept. 11 - 22, 2017 at the First-Year Experience Office. Any gift card not picked up by Sept. 22, 2017 will be forfeited.

Keep for your Records

You will sign the following on Page 10 of this application. This is for your records.

I, __________________________________, have read the Fall Welcome Volunteer Agreement & Code of Conduct and understand that if hired, will sign a formal contract, encompassing these items. I understand that if hired, I will receive the $200 appreciation gift card when I uphold all aspects of the Fall Welcome Volunteer Agreement & Code of Conduct, and the policies and procedures listed on the Ambassador Appreciation Gift Card Agreement. Should I commit one or more of the offenses listed or violate the Volunteer Agreement, my appreciation gift card is subject to decrease to $100 or $50. I also understand that if I am dismissed from the Ambassador position at any time during Ambassador Training or Fall Welcome week, I forfeit the entire appreciation gift card, regardless of time served as an Ambassador.

__________________________________________  ________________
Signature                              Date

Please be advised that you are not covered by Western Michigan University’s Medical Insurance while serving as an Ambassador. Western Michigan is an equal opportunity/affirmative action employer. TERMS SUBJECT TO CHANGE WITHOUT NOTICE.
2017 Alternate Fall Welcome Ambassador Application

Please type or clearly print:

Name: ___________________________ Student WIN: ___________________________

Current Address: ___________________________ Current Phone: (___) _____________

Date: ___________________________

Year in school in Fall: So. Jr. Sr. Grad. Are you a returning Ambassador? (Circle) Yes No

Major(s): ___________________________ Minor(s): ___________________________

WMU E-Mail address: ___________________________ GPA: (min. 2.50 required) ______

T-Shirt Size: _________ Shoe Size: _________ Pant Size: S M L XL XXL XXXL

Living on campus Fall 2017: (Circle) Yes No If so, where: ___________________________

Special dietary needs (vegetarian, allergies, etc.): ___________________________

Are you a transfer student? (Circle): Y N Would you like to work with transfer students? (Circle): Y N

Are you involved in any Special Programs? (i.e. Emerging Leaders, Lee Honors College, MLK Academy etc.) Please List Here:

____________________________________________________________________________________________________________________________

Are you interested in working with Special Programs? (Circle): Y N

How did you hear of the Fall Welcome Ambassador position?: ___________________________

Please respond to the following questions on a separate sheet of paper.
(Response must be typed and is limited to one page):

Returning Applicants:
What did you enjoy the most about your previous Fall Welcome experience and what would you like to change? Why would you like to return as a Fall Welcome Ambassador? What do you feel the role of the Fall Welcome Ambassador is and how will you go above and beyond to make sure that you fulfill this role?

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New Applicants:
Why would you like to be a Fall Welcome Ambassador, and what skills would you bring to the position? When responding, you may wish to include past leadership, diversity, and other relevant experiences. What do you feel the role of the Fall Welcome Ambassador is, and how will you go above and beyond to make sure that you fulfill this role?

List the names of two WMU faculty or staff members (not R.A.’s) to whom you have given a recommendation form. If you are a first-year student at WMU, you may use high school or community college personnel for your references.

All Applicants:
I have read and understand the attached responsibilities, requirements, and time commitments. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing.

Ambassador Appreciation Gift Card Agreement:
I, __________________________________, have read the Fall Welcome Volunteer Agreement & Code of Conduct and understand that if hired, will sign a formal contract, encompassing these items. I understand that if hired, I will receive the $200 appreciation gift card when I uphold all aspects of the Fall Welcome Volunteer Agreement & Code of Conduct, and the policies and procedures listed on the Ambassador Appreciation Gift Card Agreement. Should I commit one or more of the offenses listed or violate the Volunteer Agreement, my appreciation gift card is subject to decrease to $100 or $50. I also understand that if I am dismissed from the Ambassador position at any time during Ambassador Training or Fall Welcome week, I forfeit the entire appreciation gift card, regardless of time served as an Ambassador.

Deadline: Friday, July 21, 2017 by 5:00 p.m.
Please return completed application to 1535 Ellsworth Hall

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