

# Eagle Ambassador

## Application 2025-2026

Thank you for your interest in the Eagle Ambassador program! We are excited to begin the selection process for 2025-2026. Eagle Ambassadors are responsible for the daily operation of the Welcome Center and provide group tours for school groups, faculty staff, and other individuals. Eagle Ambassadors also assist the Admissions and the President's Office as student representatives at various events.

### Enclosed in this Package you will find

Eagle Ambassador Application  
List of Important Dates  
Eagle Ambassador Job Description

### Why become an Eagle Ambassador?

The Eagle Ambassadors are exposed to opportunities that are not available to the average UNT student. In addition to the monetary compensation, Ambassadors interact directly with the Offices of the President, Admissions, and Advancement. The training, skills, and connections received through the Ambassador program will benefit you not just at UNT, but throughout your adult life and professional career.

### What will the Eagle 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, public speaking and dining etiquette, making them more marketable in today's workforce. Through this program, Eagle Ambassadors have opportunities to use these skills in hands-on situations, thus providing the experience future employers look for.

### What is being an Eagle Ambassador all about?

The Eagle Ambassador program is an amazing opportunity for students with a desire to help others and promote the University of North Texas. We are looking for outgoing, friendly students with a genuine love for UNT who want to give campus tours, provide excellent customer service, recruit new students and be positive role models. Being an Eagle Ambassador is a prestigious honor and a unique chance for personal and professional growth.

# 2025 Eagle Ambassador Application Packet

## Please Circle for Yes or No

Will you commit to a full year, Aug. 2025 – Aug. 2026, of Eagle Ambassador Service?		N
Do you plan on student teaching or completing an internship in the Aug. 2025 – Aug 2026 term?		N
Do you plan on taking summer classes at UNT during summer 2025 or Summer 2026?		N
Do you have a valid Texas driver's license?		N
Are you in good standing with UNT and free of any disciplinary warnings, probation or suspension?		N

## Please check mark next to any of the following terms that describe you

Transfer Student	Student Athlete	International Student	Emerald Eagle Scholar
College Ambassador	Orientation Leader	NT40 Member	Honors College
Alumni Association Ambassador	Study Abroad Program Participant	Housing Resident Assistant	

## Please list your three greatest strengths and your three greatest weaknesses.


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


## Tour video submission Due April 11, 2025

Show us how you tell stories! Have someone (or yourself) film a two to three minutes video of you talking about the moment you realized that UNT was the right fit for you and address the questions below. You **will not** be evaluated on UNT knowledge, video or editing skills. We want to see your personality and communication skills in a simple video.

1. Upload the video to YouTube and make sure it's public.
2. Address the following: describe your favorite UNT Tradition and why it's important to you.
3. Email the video to **Monserrat.Navarro@unt.edu**
4. Put your first and last name in the subject line of the email.

**Candidates will not be considered for employment without this video.**

## Letter of Recommendation Due April 14, 2025

Applicants for the Eagle Ambassador program are required to submit one Letter of Recommendation from a UNT faculty or staff. The Letter of Recommendation will be submitted directly by UNT faculty or staff through a [Qualtrics form](https://unt.az1.qualtrics.com/jfe/form/SV_afQvrLlJFJdDpam)

[https://unt.az1.qualtrics.com/jfe/form/SV\\_afQvrLlJFJdDpam](https://unt.az1.qualtrics.com/jfe/form/SV_afQvrLlJFJdDpam)

**By signing below, you acknowledge you have read the Eagle 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 UNT academic records, and any electronic self-representation you have.**

Signature of agreement: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Training:** Eagle Ambassadors are responsible for knowing vast amounts of information about UNT and knowing how to properly present this information. Training will cover a variety of topics including, but not limited to campus tours, academic departments, student services, and life in Denton.

### Eagle Ambassador Selection Events

Date	Activity	Time and Location
April 11, 2025	YouTube Video Submission	YouTube Video Emailed
April 14, 2025	Letter of Recommendation Submission	UNT Faculty or Staff complete recommendation through Qualtrics
April 16 - 17, 2025	Group Interviews	9:00 AM - 4:00 PM, Check in at One Stop ESSC 2 <sup>nd</sup> Floor
April 17 & 21, 2025	Individual Interviews	9:00 AM - 4:00 PM, Schedule individually, will be hosted virtually on Teams.
April 23 or 24, 2025	Final Interview: Meet with Leadership	Check in at Welcome Center Front Desk
April 29, 2025	Positions Offers	Emails will be sent to selected candidates

- It is up to the discretion of the selection committee to determine which applicants will be interviewed. Group interviews will be used to determine which applicants will receive individual interviews.
- A member of the Eagle Ambassador staff will email applicants to schedule individual interviews if needed.
- Finalists will be notified and given the location of the final interview.

**UNT**

**EAGLE**  
AMBASSADORS

## Eagle Ambassador Job Description

### Qualifications

- A. Have and maintain a 2.8 cumulative grade point average from UNT as an undergraduate student. If the minimum grade point average is not maintained, the Eagle Ambassador will be placed on probation for one semester. The Eagle Ambassador will still receive the hourly wage and be able to participate in all Eagle Ambassador efforts during the probation. If the grade point average is not brought up to minimum by the following semester, the Eagle Ambassador will be expelled from the program and the remaining money will be revoked.
- B. Undergraduate students must have a minimum of 12 semester credit hours completed at UNT by the end of the Fall 2025 semester and 24 semester credit hours completed at the end of the 2026 Summer Sessions.
- C. Undergraduate students must remain enrolled full time with 12 or more hours each long semester and 3 to 6 hours during the summer sessions.
- D. Commit to a full academic year of service including the Fall 2025 semester, Spring 2026 semester and two Summer 2026 sessions, and be continuously enrolled during those semesters.
- E. Be available for 20 hours of work per week, working a minimum of 15 hours per week.
- F. Exhibit leadership potential and an outgoing, friendly personality.
- G. Be in good standing with the university and free of any disciplinary actions from the Dean of Students Office.
- H. Be able to communicate effectively both orally and in writing with a diverse group of people and personalities.
- I. Be able to climb stairs, walk campus, and lift approximately 25 pounds.
- J. Be able to visually explore campus with visitors and monitor web site requests.

### Terms and conditions of the position

#### **A. Length of term**

1. New Eagle Ambassadors will be selected in Spring 2025 to begin in Fall 2025 or Summer 2025.
2. Eagle Ambassadors are required to work during some school breaks.
3. Required event attendance as scheduled (including, but not limited to):
  - Eagle Ambassador training
  - Chancellor/President/Advancement events
  - College Nights and recruitment events such as UNT Preview, NorTex College Fair, and Admitted Students Day

#### **B. Training may include the following:**

1. UNT History, Traditions and Mission
2. Driver Safety Training
3. Team building
4. Marketing approaches
5. Academic departments
6. Social Fundamentals Tour of Campus/script

#### **C. Remuneration**

1. Possible \$500 scholastic award per long semester; at least \$250 per summer session for a total of at least \$1,250 per year
2. At least \$10.50/hour for a minimum of 15 hours, maximum of 20 hours per week as an international student or 25 as a domestic student.

#### **D. Attire/personal presentation**

1. Uniforms will be worn only when on duty and must be returned to the university if an Eagle Ambassador leaves the program for any reason.
2. Every Eagle Ambassador is a representative of the university and is expected to present a positive image and good judgement reflected in attitude, speech and dress.

#### **E. Employment**

1. It is expected that participation in the Eagle Ambassadors will be the primary source of employment.
2. Second on campus positions should be discussed with your direct supervisor to ensure you are fulfilling your obligations as an ambassador.
3. Any other employment, membership or involvement must not conflict with the positive image of the Eagle Ambassador program, training sessions, events or obligations undertaken.

#### **F. Conduct**

1. Eagle Ambassadors are representatives of UNT and are expected to present exemplary behavior during all working hours. This includes, but is not limited to: timeliness, positive attitude and professionalism.
2. Any violation of the UNT Student Code of Conduct may result in expulsion from the Eagle Ambassadors and revocation of the scholarship for recipients.
3. All Eagle Ambassadors will be subject to a security check because of the potential of handling proprietary issues.

### **Responsibilities**

#### **A. Tour duties**

1. Conduct well-organized, friendly tours of the university for parents, prospective students and other visitors
2. Become well-versed in UNT history, tradition, general information, etc. for answering questions on tours and at the Welcome Center and ESSC Information Desk
3. Memorize tour script information and tour route
4. Represent all areas and organizations of UNT equally and accurately to tour participants
5. Operate the campus tour tram safely and be able to navigate the approved tour route

#### **B. Recruitment duties**

1. Serve as a positive role model for prospective students and be accessible to answer questions to make them feel comfortable and welcome
2. Understand and use UNT enrollment goals and marketing messages when talking with prospective students and parents
3. Interact with faculty and staff involved in the recruitment of students
4. May involve on- or off-campus recruiting (transportation may/may not be provided), one-on-one or electronic (telephone, computer, etc.) contact with prospective students

#### **C. Ambassador duties**

1. Represent UNT at functions as assigned
2. Present a positive image and good character both on and off duty

#### **D. Administrative duties**

1. Manage the front desk of the Welcome Center

2. Maintain regular communication with the Assistant Director of Visitor Experience to discuss situations that warrant his/her attention or action
3. Participate in all assigned duties with a positive attitude while taking initiative with unanticipated tasks or problems
4. Assist supervisor and other administrators as needed
5. Other duties as assigned

### Reporting Structure

- A. Office of Visitor Experience.
- B. Eagle Ambassadors are employed by the Division of Enrollment and are expected to abide by all guidelines of that division.
- C. Eagle Ambassadors will report directly to the UNT Visitor Experience Assistant Director. The Assistant Director reports to the Director of Visitor Experience.

**Thank you for your interest in the Eagle Ambassador program at UNT. If you have any questions, please contact me directly at [Montserrat.Navarro@unt.edu](mailto:Montserrat.Navarro@unt.edu)**