



CAREER AMBASSADOR PROGRAM (CAP)

Student Volunteer Program

WHO WE ARE:

- Undergraduate students from all majors
- Outgoing, friendly, with great interpersonal skills
- Enthusiastic about helping other students achieve their career goals

WE ARE COMMITTED TO:

- Promoting the Bank of America Career Services Center to undergraduate students
- Serving as liaison between Career Services and respective student organizations publicizing career information that pertain to the job search, graduate school and interview preparation
- Attending multi-ethnic events and career programs
- Interacting with recruiters and students during special programs, job fairs, etc.
- Volunteering at least two hours per month during the fall and spring semesters for career activities.
- Assisting with identify new employers to post jobs, attend career fairs or participate in on-campus recruiting.
- Promote employer partnerships to undergraduate students

BENEFITS OF BEING A CAREER AMBASSADOR:

- Build professional skills
- Learn how to utilize career tools to achieve career goals
- Access to free career information
- Acquire transferable skills for your resume
- Great friendships
- Receive a free professional nametag and shirt with our logo

CHARACTERISTICS OF AN AMBASSADOR:

- Full-time undergraduate status at the University of Delaware
- Completion of at least one full semester
- Good standing with the Dean of Students Office
- Good communication and interpersonal skills
- Flexible, friendly, and a positive attitude
- Reliable and dependable
- Creativity (ability to generate new ideas)
- Expected to attend training sessions

HOW TO APPLY:

Complete the Career Ambassador Program Application, submit two Recommendation Forms, and send all documents to:

Joyce Henderson
BoA Career Services Center
401 Academy Street
joyceh@udel.edu
(302) 831-3615



University of Delaware Career Ambassador Program Application

Return completed application and 2 recommendation forms to:
Joyce Henderson
Career Services Center
401 Academy Street

Name: _____
(last) (first) (middle) (suffix)

Nickname/Prefer to be called: _____

Gender: _____ Male _____ Female E-mail: _____

Campus/Local Address: _____ Campus/Local Phone: _____

_____ Cell Phone: _____

Permanent/Home Address: _____ Permanent Phone: _____

Previous College(s) Attended (if transfer student): _____

UD Major(s): _____ UD Minor(s): _____

UD Cumulative GPA: _____ UD Graduation Date (term & year): _____

On a separate piece of paper - answer the following questions. (1-2 paragraphs per question)

1. Tell us something interesting about yourself:
2. Why do you want to be a Career Ambassador and what would you bring to the organization?
3. Tell us what you know about the mission/vision of Career Services.
4. Describe how you would encourage your peers to become more active in Career Services.
5. Describe a CSC event that you found to be beneficial to you or other students. Explain why.
6. List any extra-curricular activities which you have been or are currently participating in:

<u>Organization Name</u>	<u>Dates of Involvement</u>	<u>Leadership Position (if any)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

By my signature below, I certify that, to the best of my knowledge, all of the information provided in this application is true and complete. Furthermore, I authorize the BoA Career Services Center to verify any and all information I have provided. I also give my permission to CSC to contact Judicial Affairs and review my University of Delaware disciplinary record.

Signature: _____ Today's Date: _____



University of Delaware

Career Ambassador Recommendation Form

Form to be completed and e-mailed to JOYCEH@UDEL.EDU or [Click here](#) to complete the online recommendation form.

Date: _____

Applicant's Name: _____ Applicant's Birthday: _____

Number of Years you have known applicant: _____ In what capacity: _____

Please rate the applicant on the following criteria:

	Excellent	Very Good	Good	Fair	No Basis for Judgment
Oral Communication					
Interpersonal skills					
Friendliness					
Enthusiasm in serving others					
Creativity					
Reliability/Dependability					

Please provide a brief statement about the applicant's ability to serve as a Career Ambassador:

Print Your Name: _____ Title: _____

Department: _____ E-mail Address: _____

Signature: _____



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