**Murray State University**

**College of Education**

**Ambassador Program**

Rules and Responsibilities

1. **Purpose:** The Education Ambassadors are a highly select group of men and women dedicated to enhancing the image of and interest in Murray State University’s College of Education.
2. **Membership Requirements and Selection Criteria:**

To be considered for Education Ambassadors the individual must meet the following requirements:

* Individuals must have demonstrated scholastic ability on a minimum of 24 semester hours of college level credit at Murray State University. Transfer students must have completed 24 hours of college level credit with a minimum of 12 hours completed at Murray State University. Graduate students must have completed 9 hours or graduate level credit at Murray State University or have previously attended Murray State University as an undergraduate student.
* Individuals must have a minimum of a 2.75 grade point average on a 4.0 scale
* Individuals must be studying in one of the curriculum areas in the College of Education.
* Individuals must demonstrate polished public speaking ability, an ability to think on their feet, to motivate, the ability to interact with others on a formal and informal basis, and to present a positive image of the institution.
* Individuals must demonstrate leadership ability and reputation for good citizenship.
* Individuals must have good knowledge of the College of Education and the University as a whole.

1. **The Selection Process**
   1. Selection Committee

The selection process shall be managed by the Selection Committee. The Selection Committee shall be composed of the following:

* Adviser
* Current and/or future Education Ambassador President
  1. Selection Process

1. Application will be made available to students through the College of Education.
2. Potential Ambassadors must submit an application in order to be considered for an interview.
3. Applications will be screened by the selection committee, and candidates selected will be invited to interview.
4. During the interview, each candidate will be required to respond to questions by the selection committee.
5. After the selection committee has interviewed each candidate, it will choose the number of ambassadors needed.
6. The selection process will be conducted during the spring semester. If not all of the positions are filled in the spring, the Adviser reserves the right to have an additional selection process in the fall.
7. **Structure of Education Ambassador Program**

The Education Ambassador Program is not a club. Education Ambassadors should be leaders and bring a cooperative and enthusiastic attitude to all functions as well as the willingness to work. The structure and the coordinating functions shall be as follows:

* Adviser
* Education Ambassador President
* Education Ambassadors
  1. Adviser

The Adviser is the head coordinator of the Education Ambassador Program. He or she shall develop and coordinate activities deemed appropriate for Education Ambassadors. The Adviser shall maintain a calendar of events in his/her office. He or she also has the power to terminate any ambassador who is not fulfilling the duties of a Education Ambassador.

* 1. Ambassador President

The Ambassador President will be one of the Education Ambassadors. The President will be selected by the Adviser. He or she shall work closely with the Adviser in coordinating events.

Duties of the President shall be as follows:

* Fulfill all the duties as a Education Ambassador.
* Check the Calendar of Events at least once a week and make sure ambassadors are signed up for the activities.
* Contact ambassadors to recruit them for activities or to remind them of meetings or other events.

* Take attendance at meetings and monitor the participation levels of each Ambassador.
* Keep morale high, motivate the group when needed, always be enthusiastic, and set a good example.
  1. Ambassadors

There shall be approximately 15 ambassadors, including those ambassadors that are returning, selected by the selection committee. Ambassadors are expected to serve one academic year and will not be expected to reapply should they wish to continue to serve. Ambassadors who resign or are terminated, may be replaced. The Education Ambassadors shall continually work to enhance the image of and interest in the College of Education and Murray State University.

The duties of each Education Ambassador are as follows:

* Ambassadors must remain in good academic standing (2.75 cumulative GPA) in order to retain their position.
* Ambassadors shall be responsible to the Adviser, who shall have the authority to release them from the program should the need arise.
* Ambassadors shall attend all regularly scheduled meetings or notify the Adviser and/or President if they are unable to attend.
* Address individuals and/or groups of high school or community college students about the importance of attending college, college life, Murray State University, and the College of Education. Ambassadors must make at least two school visits per semester.
* Assist with Homecoming Activities, College of Education Events, Racer Days, leadership conferences, and other events as deemed necessary by the Adviser.
* Be available to address alumni groups as requested.
* Be available to talk to civic clubs as requested.
* Ambassadors must assist with one Summer Orientation session.
* Ambassadors must be able to give an informative, interesting, and accurate College of Education tour as well as a tour of the whole campus.
* Ambassadors must be able to talk with prospective students and parents both on and off campus about the College of Education and the University.
* Ambassadors must attend training seminar(s) offered by the program.
* Ambassadors shall wear proper attire at all organized functions. A neat, clean appearance and proper conduct must be maintained while in uniform.

Failure to perform the duties of Education Ambassador will result in termination as decided by the Adviser.

* Failure to attend regularly scheduled meetings and other events will result in dismissal.
* Whether an absence is excused or unexcused will be decided by the Adviser.
* If a valid complaint is received about an ambassador, the first offense will result in a warning and the second offence will result in dismissal.