



# Ranger Ambassador Application

Thank you for your interest in the Ranger Ambassador program! Ranger Ambassadors serve on the front line of interaction with prospective students and their families, introducing hundreds of prospects and visitors to Kilgore College every year. They also assist with daily operations of the Admissions Office by staffing the Visitor Center, conducting campus tours, and providing support at various recruiting events.

## **Why become a Ranger Ambassador?**

The Ranger Ambassador program is designed to provide a unique opportunity for professional development and leadership training that is not available to every student here at KC. Ranger Ambassadors interact with various prospective students, parents, and educators within the community, as well as provide administrative support to the Admissions Office. In doing so, a lifetime of useful communication, leadership, and interpersonal skills are acquired. Ranger Ambassadors also get to contribute a new dimension to the recruiting process by adding creative and innovative ideas to attract future students to Kilgore College. Involvement in the Ranger Ambassador program not only benefits students during their time here at KC, but throughout their adult life and professional career.

## **Enclosed in the packet, you will find:**

- 1 Ranger Ambassador Application
- 1 Ranger Ambassador Job Description
- 2 Faculty/Staff/Employment Reference Forms

**Completed application, 2 reference forms, video, and unofficial KC transcript are all due  
January 13<sup>th</sup>, 2023.**

**Materials may be submitted via email to [jorta@kilgore.edu](mailto:jorta@kilgore.edu) or in person at the Admissions  
Office.**



**This application must be submitted with 2 reference forms, video, and your unofficial KC transcript.**

Name:	Student ID:
Email:	Major:
KC Email:	Classification (circle one):
Phone:	Freshman                  Sophomore
KC GPA:	Date you started KC:
Credits earned:	Expected graduation:

How did you find out about this position?

What other organizations are you currently involved in?

**Please Circle Y for yes or N for no**

Will you commit to one year of Ranger Ambassador service beginning August 2022?	<b>Y</b>	<b>N</b>
Will you be student teaching, completing clinicals, or completing an internship in the next year?	<b>Y</b>	<b>N</b>
Do you have a valid Texas driver's license?	<b>Y</b>	<b>N</b>
Are you in good academic and disciplinary standing with KC? Please note that selection is contingent upon your academic and disciplinary standing with KC	<b>Y</b>	<b>N</b>
If selected, could you attend mandatory training during August 8 -12, 2022?	<b>Y</b>	<b>N</b>

**Please circle any of the following that apply to you.**

Student Athlete	Rangerette
Twirler	International Student
Resident Assistant	Student Worker (if so, please provide department name)



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


**Previous Employment**

If you have been previously employed at KC, please list where and when.

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Where else have you been employed?

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**Video Submission**

Let us see your personality and communication skills! Have someone (or yourself) film a short 2 – 3 minute video of you addressing the topic below. Don't worry, your video or editing skills are not being evaluated – a video shot on your cell phone will suffice!

1. Tell us your favorite thing about KC, or, for incoming freshmen, what you most look forward to at KC, and why.
2. Email the video to [jorta@kilgore.edu](mailto:jorta@kilgore.edu).
3. Put your first and last name, and "Ambassador Video" in the subject line of the email.

**Applications are not considered complete without this video.**

By signing below, you acknowledge that you have read the Ranger Ambassador job description, agree to abide by all terms if selected, attest that the information on this application is correct and permit the selection committee to access your KC academic records, as well as any self-representation you may have on the internet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Ranger Ambassador Job Description

## Qualifications

- A. Be enrolled at least full-time (12 credit hours/semester)
- B. Maintain a 2.5 or higher cumulative and semester GPA. If the 2.5 GPA is not maintained, the Ranger Ambassador will be placed on probation for one semester. The Ranger Ambassador will still receive the semester scholarship, and be expected to perform all required duties. If the GPA is not brought up to the minimum requirement by the following semester, the Ranger Ambassador may be released from the program.
- C. Commit to at least one year of service (fall and spring semester)
- D. Be available for 5 hours of work per week during business hours, in addition to various events which might fall outside of college business hours.
- E. Exhibit leadership potential, and an outgoing, friendly personality.
- F. Be in good academic and disciplinary standing with Kilgore College.
- G. Be able to communicate effectively both orally and in writing with a diverse group of people and personalities.
- H. Have basic computer skills and the ability to learn new systems/software for use in prospective student communication.
- I. Be able to climb stairs, walk campus, and lift up to 25 lbs.

## Terms & Conditions of the Position

### A. Length of term

1. Nine months of service beginning August 22, 2022. This includes one fall and one spring semester.
2. Required event attendance as scheduled (including, but not limited to)
  - a. Ranger Ambassador training
  - b. Greater East Texas College Night
  - c. Ranger Preview Day(s)
  - d. KC sporting events
  - e. Graduation ceremonies

### B. Training (including, but not limited to)

1. Kilgore College history, traditions, and mission
2. Driver safety
3. Team building
4. Marketing approaches
5. Academic departments
6. Student services
7. Campus tour fundamentals/script/route

### C. Compensation

1. \$750 scholarship per long semester



#### **D. Attire/Personal Presentation**

1. Ranger Ambassadors will be provided one uniform polo, one program t-shirt, and an array of KC t-shirts from the Admissions Office. Pants or shorts must be provided by the student. Appropriate attire will be determined prior to events or special functions. A uniform polo, ambassador t-shirt, or KC t-shirt must be worn when on duty at the Visitor Center.
2. As a representative of KC, every Ranger Ambassador is expected to present a professional image reflected in attitude, speech, and dress.

#### **E. Conduct**

1. Ranger Ambassadors are representatives of KC 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 KC Student Code of Conduct may result in expulsion from the Ranger Ambassador program and revocation of the semester scholarship.

### **Responsibilities**

#### **A. Tour Duties**

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

#### **B. Recruitment Duties**

1. Serve as a positive representative for KC to prospective students and be accessible to answer questions.
2. Understand and use KC enrollment goals and marketing messages when interacting with prospective students and parents.
3. Interact with faculty and staff involved in the recruitment of students.
4. Participate in on or off campus recruiting (transportation may/may not be provided) and one-on-one or electronic (phone, email, etc.) contact with prospective students.

#### **C. Ambassador Duties**

1. Represent KC at events as assigned.
2. Participate in all assigned duties with a positive attitude and take initiative with unanticipated tasks or problems.

#### **D. Administrative Duties**

1. Assist in operation of the Visitor Center as assigned.
2. Assist in compiling event materials as assigned.
3. Maintain communication with Ranger Ambassador sponsor about situations that warrant his/her attention.
4. Other duties as assigned.



## **Reporting Structure**

- A. The Ranger Ambassador program is an extension of Office of Admissions within the Division of Enrollment Management and Student Success.
- B. Ranger Ambassadors report to the assigned staff sponsor, who reports to the Assistant Director of Admissions & Recruitment.



# Ranger Ambassador Reference Form (pg. 1)

The Office of Admissions seeks exceptional students to serve as Ranger Ambassadors. If selected, the student would serve as a campus tour guide, student recruiter, and representative to prospective students and visitors. You can assist in the selection process by answering the following questions about the applicant's ability to contribute and succeed in the Ranger Ambassador program.

Name of evaluator: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known the applicant, and in what capacity?

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**In your opinion, does the applicant exhibit the following characteristics?**

1 = strongly disagree; 2 = disagree; 3 = neutral; 4 = agree; 5 = strongly agree

Friendliness	Professionalism	Decisiveness	Collaboration
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
Leadership	Coachability	Initiative	Clear Communication
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
Responsibility	Empathy	Creativity	Perseverance
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5



## Ranger Ambassador Reference Form (pg. 2)

Please provide any additional information you would like us to know about this applicant.

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Could you picture this applicant conducting clear, organized campus tours for large groups?

Do you think this applicant is someone that prospective students could relate to easily?

Do you think this applicant is someone that parents could relate to easily?

### Final Recommendation

- I recommend this applicant without reservations as an excellent candidate for the Ranger Ambassador program.
- I recommend this applicant for the Ranger Ambassador program.
- I have some reservations, but I believe this applicant has a reasonable chance of success as a Ranger Ambassador.
- I have substantial doubts about this applicant's ability to serve as a Ranger Ambassador.
- I do not recommend this applicant for the Ranger Ambassador program.

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Signature

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Date

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