

**RECRUITMENT AMBASSADOR APPLICATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

POSITION CLASSIFICATION \_\_\_\_\_

EDUCATION    HS Grad        AA/AS        BA/BS        MA/MS        Doctorate

YOUR DEGREE IS IN \_\_\_\_\_

HOBBIES OR INTERESTS \_\_\_\_\_

DAYS AND TIMES YOU ARE AVAILABLE

The Recruitment Ambassador program is designed to utilize current or former staff to recruit diverse prospective employees through personal contact and participation in campus sponsored events. The role of a Recruitment Ambassador would be working with candidates one-on-one touring campus and/or answering questions about the community, attending Job Fairs and/or distributing recruitment brochures in your community. Please indicate the level of involvement you would like to have.

\_\_\_\_\_ Meet and Greet Prospective Faculty/Employees (approximately 2 hours per month)

\_\_\_\_\_ Attend Job Fairs (approximately 5 hours one to two times per year)

\_\_\_\_\_ Distribute Recruitment Brochures in my community (1 hour two times a year)

\_\_\_\_\_ I have discussed my release time with my supervisor and have received approval

The qualifications for the recruitment ambassador are:

- Must possess a broad knowledge of or interest in The University of Iowa's history, programs, services and resources.
- Excellent communication, interpersonal and public speaking skills.
- The ability to create positive rapport with prospective faculty/employees.
- Must have three full years with The University of Iowa, two as an employee/faculty member.

Please draw on any past relevant experience and education or travel that you feel would make you a good Recruitment Ambassador as defined in the qualifications listed above. This can be from paid or unpaid work experience, and please tell us why you feel you could be helpful in recruiting prospective employees.

(If you need additional space, please attach a separate sheet)

Name of Campus Reference \_\_\_\_\_ Phone \_\_\_\_\_

Signature of DEO/Supervisor indicates approval for prearranged release time from work for Human Resource and Equal Opportunity and Development Recruitment activity.

DEO/Supervisor

Signature \_\_\_\_\_ Phone \_\_\_\_\_

You will be contacted to arrange for a time to meet with an Employment Representative about your participation in the program.

Recruitment Ambassadors will serve in an “**at will**” capacity.

Thank you for your willingness to participate in this volunteer program.

If you have any questions regarding this program or application please call **Jane Monserud at 335-2656**.

Please mail completed and signed application, along with letter of recommendation, to:

**US Mail**

Jane Monserud  
Human Resources-Employment Services  
102 University Services Building, Ste. 21  
Iowa City, IA 52242-1911

**Campus Mail**

Jane Monserud  
Human Resources-Employment Services  
102-21 USB

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information contact the Office of Equal Opportunity and Diversity, (319) 335-0705.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact The Recruitment Ambassadors Program Coordinator in advance at (319) 335-2656 (voice) or (319) 335-0697 (text).