

The University of Texas at Tyler
Soules College of Business Ambassador Application Packet
2024-2025

Thank you for your interest in the Soules Ambassador program! We are excited to begin the selection process for 2024-2025 members.

Enclosed in this packet you will find:

Soules Ambassador Member Description
Soules Ambassador Application
Soules Ambassador Reference Form

Why should I apply to be a Soules Ambassador?

Soules Ambassadors get to meet new people and make connections, share their knowledge and love of the Soules College of Business, and help current and prospective students everyday!

What will the Soules Ambassador program do for my future?

Students chosen to be a part of this elite group will receive valuable training and develop skills in problem solving, team building, interpersonal communication, promoting diversity, public speaking, dining etiquette, and making them more marketable in today's workforce. Through this program, Soules Ambassadors have opportunities to use these skills in hands-on situations, thus providing the experience future employers are looking for.

What is being a Soules Ambassador all about?

The Soules Ambassador program is an amazing opportunity for students with a desire to help others and promote the Soules College of Business. We are looking for outgoing, friendly students with a genuine love for the University of Texas at Tyler and the Soules College of Business who want to give college tours, provide excellent customer service, reach out to prospective students, and be positive role models. Being a Soules Ambassador is a prestigious honor.

Completed Application, Faculty/Staff Reference Form, and Letter of Interest can be returned to Paula Kincaid
pkincaid@uttyler.edu

The University of Texas at Tyler

Soules College of Business Ambassador Membership Description

1. Qualifications

- Maintain a 3.0 semester and cumulative grade point average from The University of Texas at Tyler.
- Undergraduate students must enroll in a minimum of 12 hours per semester, and must finish the semester with a minimum of 9 credit hours.
- Graduate students must enroll in a minimum of 9 hours per semester, and finish the semester with a minimum of 6 credit hours.
- Pay \$25 in dues per semester.
- Exhibit leadership potential and an outgoing, friendly personality.
- Provide a completed reference form from a full-time University of Texas at Tyler faculty or staff member.
- Be able to communicate effectively both orally and in writing with a diverse group of people and personalities.

2. Terms and Conditions of the Position

A. Length of Term

- Must commit to a full academic year of service including the upcoming fall semester and the following spring, and be continuously enrolled during those semesters.
- New Soules Ambassadors will be selected in the spring and begin in the fall.

B. Required Event Attendance as Scheduled (including, but not limited to):

- Weekly Ambassador Meetings
- 5 hours of volunteer service per semester
- 5 hours of Soules service per semester
- Patriot Palooza activities
- Homecoming activities
- Events hosted by the President
- Freshmen Experience events
- Patriot Preview Day
- Patriot Days activities
- Academic Departments
- Social Fundamentals and Dining Etiquette

C. Training (may include the following):

- Soules College of Business tour guide/script
- Team Building and Leadership

D. Attire/Personal Presentation

- Soules Ambassadors will receive a uniform shirt, but will be required to provide their own khakis for the casual uniform. Ambassadors will also be required to provide their own professional business dress uniform. The appropriate clothing will be determined prior to events, tours, or special functions.
- Every Soules 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. Conduct

- Soules Ambassadors are representatives of the Soules College of Business and are expected to present exemplary behavior during all events. This includes, but is not limited to: timeliness, positive attitude, and professionalism.
- Any violation of the University of Texas at Tyler student code of conduct may result in expulsion from the Soules Ambassador program.

3. Responsibilities

A. Tour Duties

- Conduct well-organized, friendly tours to Soules College of Business guests, donors, and other visitors.
- Memorize tour script/route, and become well-versed in Soules College of Business history and demographics, ect. for answering questions on tours.

B. Recruitment Duties

- Serve as a positive role model for prospective students and be able to answer questions to make them feel comfortable and welcome.
- Understand and use The University of Texas at Tyler's marketing messages when talking with prospective students and donors.
- Interact with faculty and staff involved in the recruitment of students.

C. Ambassador Duties

- Represent the Soules College of Business at functions as assigned
- Present a positive image and good character both on and off duty
- Participate in all assigned duties with a positive attitude while taking initiative with unanticipated tasks or problems
- Assist Soules Ambassador president and other officers as needed
- Assist in compiling materials for events as assigned
- Other duties as assigned

The University of Texas at Tyler
Soules College of Business Student Ambassador Application

Name: _____ Major/Minor: _____

Street Address: _____ City/Zip Code: _____

Phone Number: _____ Email: _____@patriots.uttyler.edu

Current Overall GPA: _____ Classification: _____

Have you completed at least 1 semester at Soules College of Business? YES NO

Number of credit hours you intend to take in the fall semester: _____

Number of credit hours you intend to take in the spring semester: _____

What is your expected graduation date? _____

Would you be able to attend weekly meetings? YES NO

List all clubs and organizations you are affiliated with at The University of Texas at Tyler.

If you only had one opportunity to describe The University of Texas at Tyler to a campus visitor, what would you say?

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

Strengths

Weaknesses

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

By signing below, you acknowledge that you have read the Soules Ambassador Member Description, agree to abide by all terms if voted in, attest that the information on this application is correct, and permit the selection committee to access any self representation you may have on the internet.

Signature: _____

Date: _____

Questions? Contact Paula Kincaid at pkincaid@uttyler.edu



The University of Texas at Tyler
Soules College of Business Ambassador Reference Form

The Soules College of Business is seeking exceptional students to represent the college as Student Ambassadors. If selected, this student would serve as a college of business tour guide, representative to prospective students and parents, and a positive role model. The applicant's ability to communicate effectively is crucial. You can assist in the selection process by answering the following questions in regard to the applicant's ability to contribute and succeed as a member of the Soules Ambassador Program.

Name of Reference: _____

Title/Position: _____

Department: _____

Phone: _____

How long have you known the applicant? _____

Strengths and Weaknesses

What are this applicant's two greatest strengths?

1-

2-

What are this applicant's two greatest weaknesses?

1-

2-

Abilities: Use the scale below to assess the applicant's ability in the following area.

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=Not Applicable

___ Communication skills (oral and written)

___ Ability to solve problems

___ Willingness to take initiative

___ Ability to manage time and finish tasks on time

___ Respect for authority

___ Ability to listen and follow directions

Final Recommendation: Please check one.

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

Thank you for serving as a reference for this applicant. Your feedback is crucial to our selection process. Please return this form, in a sealed envelope signed across the seal, to the applicant so he/she may submit a complete application packet.

