The Office of Admissions is seeking students with an interest in mentoring incoming students and representing Missouri Western for two student leadership roles for the 2022 – 2023 academic year. We are looking for students who are service oriented, reliable, and have a heart for Missouri Western.

**Student Mentors:**

* **Student Ambassador (20 positions)**
  + Students provide weekly tours to prospective students and support the operation of Admissions recruitment events and various campus-wide events such as Commencement and Convocation.
  + Student leader with associated scholarship
  + Commitment: August 2022 – May 2023
* **Griffon Edge Mentor (60 positions)**
  + Students are assigned a group of 20 – 25 incoming freshmen to mentor and lead throughout the 2022 Griffon Edge Event. Students will also assist with event operations.
  + Student leader with associated scholarship
  + Commitment: August 20 – 28

More detailed information can be found further in the packet. If you would like more information, email Melissa Stallbaumer at mstallbaumer@missouriwestern.edu.

**Application Timeline:**

The Office of Admissions selects students for all three of these roles through the same interview process. Please read this packet in full to ensure all of the correct steps are followed.

* **February 1** – Application Opens
* **February 16th at 11:59 p.m.**  – Google Form Application due
* **February 21 3:30 p.m. or February 25th 9:30 a.m.** – Interviews will be done in a carousel style, students should be prepared for group work and a more formal style interview. Dress is business casual Griffon Gear

\* All scholarships are subject to the **Direct Cost Rule Limitation** “*The combined total of Missouri Western and Foundation scholarships may not exceed the recipient’s actual charges for tuition and related fees, course-related fees, admissions fees, campus housing and meal plan costs. No portion of Missouri Western and Foundation scholarship funds may be disbursed to the recipient in the form of cash or a ‘credit balance’ check. Scholarships specifically allocated for the payment of book costs will be exempt from this policy. A student with documentable circumstances beyond his or her control or personal choice will have the option to appeal this rule.”* The Direct Cost Rule will not allow you to receive extra funds for textbooks, but it will work toward a meal plan. **Call the Office of Financial Aid to see if this rule could impact you.**

**Qualifications:**

* Have completed one (1) full semester at Missouri Western State University (undergraduate 12 credit hours, graduate 6 credit hours)
* Students must be a part-time or full-time degree-seeking student
* Maintain a 2.0 overall grade point average at the time of application and throughout the performance of the role
* Understand and support the goals of the Office of Admissions transition programs.
* Not currently on academic or disciplinary probation.

**Training:**

All students in any of our three Transition Mentor roles will be required to participate in Transition Mentor training.

* Friday, March 11 - First-time Mentors only
* Saturday, March 12 - First-time Mentors and Returning Mentors

Review each role’s description in the following pages for more detailed information. Questions? Contact Melissa Stallbaumer at 816-271-5836, mstallbaumer@missouriwestern, or by visiting the Office of Admissions in Eder 101.

Thank you for your interest in being a leader with The Office of Admissions!

Sincerely,



Melissa Stallbaumer  
Assistant Director of New Student Success  
MWSU Office of Admissions

**Position Title:** *Student Ambassador*

**Reports to**: *Evan Banks, Campus Visits Coordinator*

**Time Period**: *August 2022 – May 2023*

**Hours**: *1 – 3 hours weekly, approx. 25 event support hours*

**Category**: *Leadership Role (scholarship)*

**Function**: Student Ambassadors serve as members of the Office of Admissions' staff to facilitate the safe and positive transition of prospective students into campus community members. This is done through the execution of programs such as open house events, campus tours, student panels, and other programs.

**Duties**:

* Training
  + Attend mandatory Transition Mentor Training in the Spring
  + Attend ambassador specific training as determined by the Campus Visits Program Coordinator
  + Complete Ambassador Canvas course
* Tour Guide
  + Serve as role-models for, and mentors to, incoming and potential students
  + Give up to two (2) tours to potential students and their guests per week.
  + Give one standard Saturday tour per semester
  + Support general operations of the Office of Admissions in off-time such as rolling t-shirts, building visit folders, writing postcards, etc.
* Social Media Ambassador
  + Students may be asked to participate in social media campaigns by creating and/or sharing content
  + The Ambassador Platform: TAP (The Ambassador Platform) is a web-based tool that connects prospective students with Student Ambassadors. Ambassadors are expected to monitor their TAP interactions, answer questions, and provide feedback and support for inquiries as well as provide public-facing content.
* Events and Open Houses
  + Work at least (2) recruiting events per semester; work includes set up, student panels, tours, etc.
* Convocation & Commencement
  + Student Ambassadors are representatives of Missouri Western and part of the teams that run our two major community events, Convocation on Critical Issues and Fall and Spring Commencement

**Scholarships and Benefits**

* Early registration (at the same time as Senior class)
* Professional development & public speaking skills
* Griffon Ambassador Scholarship: $750 ($375 per semester) \*

\*All scholarships are subject to the **Direct Cost Rule Limitation** “*The combined total of Missouri Western and Foundation scholarships may not exceed the recipient’s actual charges for tuition and related fees, course-related fees, admissions fees, campus housing and meal plan costs. No portion of Missouri Western and Foundation scholarship funds may be disbursed to the recipient in the form of cash or a ‘credit balance’ check. Scholarships specifically allocated for the payment of book costs will be exempt from this policy. A student with documentable circumstances beyond his or her control or personal choice will have the option to appeal this rule. Contact the Financial Aid Office for additional information.”*

**Other Expectations**:

* Ambassadors are expected to present an appearance that reflects favorably on the University and are expected to use good personal hygiene. **While on tour, Ambassadors are required to wear nice khakis or black pants, and the provided Missouri Western polo or t-shirt and nametag.**
* Ambassadors are allowed two (2) absences, no questions asked. After three absences Ambassadors will be subject to a **dismissal review**. (Supervisor retains the right to adjust this policy on a case-by-case basis).

**Position Title:** Griffon Edge Mentor

**Reports to**: Melissa Stallbaumer, Assistant Director for New Student Success

**Time Period**: August 2022; August 20 – 28th

**Hours**: Approx. 45 - 50 hours

**Category**: Leadership Role (scholarship)

**Function**: To support the operation of Missouri Western’s extended orientation program, Griffon Edge. Mentors assist with event operations and are responsible for leading a group of 20 – 25 incoming freshmen to mentor through the weekend and into the school year.

**Duties**: The Office of Admission’s programs are designed and implemented through a team driven process. Primary areas of responsibility are outlined below in an effort to efficiently and effectively assign areas of focus for each Griffon Edge Mentor. All Griffon Edge Mentors help with aspects of the programs and event tasks when the need arises.

* Participate in mandatory Transition Mentor Spring Training and Griffon Edge Mentor Logistics Training the week during the week leading up to Griffon Edge (will need to be in St. Joseph August 20 – 28)
* Assist in the implementation of an extended orientation program for incoming students August 25 - 28
* Serve as a role model for incoming students and peers
* Facilitate and lead group discussions with an assigned group of 20 – 25 MWSU students
* Assist in the set-up and take down for Griffon Edge events
* Participate in night events during the program as a role model for MWSU
* Communicate with group from Griffon Edge and aid in their transition during the first six weeks of the fall semester
* Other duties as assigned

**Scholarships and Benefits**

* MWSU Merchandise & provided meals for Thursday, Friday, and Sunday night
* Early move in for those living on campus
* Professional development & public speaking skills
* Griffon Edge Scholarship: $300\*

\*All scholarships are subject to the **Direct Cost Rule Limitation** “*The combined total of Missouri Western and Foundation scholarships may not exceed the recipient’s actual charges for tuition and related fees, course-related fees, admissions fees, campus housing and meal plan costs. No portion of Missouri Western and Foundation scholarship funds may be disbursed to the recipient in the form of cash or a ‘credit balance’ check. Scholarships specifically allocated for the payment of book costs will be exempt from this policy. A student with documentable circumstances beyond his or her control or personal choice will have the option to appeal this rule. Contact the Financial Aid Office for additional information.”*