Parent Ambassador
Arkansas Union A688 | Fayetteville, AR 72701 | 479.575.7187 | parents.uark.edu

Position Description

Mission:
- Introduce parents/families to the University’s resources, policies, procedures and services in order to ease the transition into University life, as well as support students in their academic success and retention.
- Foster a feeling of belonging to the UofA community for new students and their families.
- Provide and support communication, programming, and services for the benefit of all undergraduate parents/families and encourage them to be appropriately involved in their students’ college experience.
- Promote parent and family involvement through the Parent Partnership Association.

Position Responsibilities:
- Serve as an ambassador for Parent & Family Programs and a representative of the UofA.
- Assist with the planning, set-up and staffing of Parent & Family Program events such as Family Weekend, Spring Family Reunion, Family Tailgates and New Student Welcome.
- Assist with the Parent & Family Programs table during Orientation, recruitment events, etc.
- Write monthly articles for the Razorback Parent e-Newsletter and Blog.
- Answer parent/family questions via the parents@uark.edu e-mail address.
- More specific responsibilities in planning and assisting in Parent & Family Programs will be assigned based on demonstrated skills and interests in certain areas.

Compensation:
- $500 stipend for employment between April 2013 – Family Weekend 2013
- Includes 10 office hours per month during the months of April, May, August and September

Application Process and Timeline:
- February 27th – Applications are due
- March 4th-6th – Interviews
- March 8th – Parent Ambassadors Announced

Required Dates of Employment:
- March 26th – Parent Ambassador Training (5:00pm – 7:00pm; ARKU 516)
- April 9th – Parent Ambassador Training (5:00pm – 7:00pm; ARKU 301)
- April 13th – Diversity Leadership Institute (8:30am – 5:00pm; Arkansas Union)
- April 19th – 21st – Spring Family Reunion (10 hours throughout the weekend)
- April 28th – Ropes Course (11:30am – 7:30pm; Heart O’ Hills: Welling, OK)
- May 29th – June 28th – New Student Orientation (4 sessions throughout the summer)
- August 21st and 22nd – Move-In Event (9:00am – 2:00pm)
- August 25th – New Student Welcome Parent Reception & Burger Bash (2:00pm – 8:00pm; Bud Walton Arena)
- September 13th – 15th – Family Weekend (15 hours throughout the weekend)
- Note: Conflict(s) must be negotiated in advance and may impact eligibility. Times, dates and locations are tentative and are provided to give applicants and idea of their job requirements.

Applications are due on Wednesday, February 27th by 5:00pm.
They can be submitted in person to Parent & Family Programs,
Arkansas Union A688 or submitted via e-mail at parents@uark.edu.
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Name: _________________________________
   (First)  (Middle)  (Last)  (Name you prefer to be called)

Student ID #: __________________________
   T-shirt size: ____________
   Class: Fresh  Soph  Jr  Sr
   (Circle One)

Local Address: ______________________________________________________
   (Street / P.O. Box) ____________________________
   (City) ____________________________
   (State) ____________________________
   (Zip code) ____________________________

Home Address: ______________________________________________________
   (Street / P.O. Box) ____________________________
   (City) ____________________________
   (State) ____________________________
   (Zip code) ____________________________

Local Phone Number: ____________________________
   Home Phone Number: ____________________________

School E-mail Address: ____________________________
   College / School: ____________________________

Major: ____________________________
   Minor: ____________________________
   Overall GPA: ____________
   (Min. 2.5 GPA)

Please answer the following questions. Type your answers on an attached sheet of paper. Make sure your name is on each page and each question is numbered. Please attach a copy of your class schedule when turning in your application.

1. Why did you choose to attend the University of Arkansas and what makes you proud to be a Razorback?

2. What do you feel are the two main challenges parents of college students face today?

3. What is one piece of advice you would give to a parent of a first year student?

By signing this application, I certify that the information contained is accurate and truthful to the best of my knowledge. I authorize Parent & Family Programs to verify all of my information, academic and otherwise, for the purpose of my consideration as a Parent Ambassador. I verify by signing that I am committing to fulfill the obligations of my employment in their entirety. I verify that I have a clear discipline record and am in good standing with the University of Arkansas.

________________________________________________________________________
   (Applicant’s Signature)  (Date)