Sawyer Ambassador

Description
The Sawyer Ambassadors are a team of student leaders dedicated to enhancing the overall undergraduate experience by building community and addressing unmet student needs at Suffolk University. We strive to be a resource of information and inspiration for all undergraduate students. We use our experiences, creativity and leadership skills to develop innovative and recurring programs that will elevate the level of learning and community on campus. Working hand-in-hand with the Dean’s Office, we make every attempt to understand what the Sawyer Business School is and what it can be. Our goal is to serve the Sawyer Business School and drive positive change within the campus community. Students are selected based on academic success, team building and leadership skills, completed application, and interviews.

Number of Participants
10 positions are awarded each year; the number of open positions varies each year.

Scholarship
Sawyer Ambassador Awards offer the recipient $4200 ($1800 automatically deducted from the recipient’s tuition account and $2400 paid bi-weekly as required hours are worked in the Sawyer Business School). Please note the employment portion of the award ($2400) is considered taxable income and subject to tax withholding.

Ambassadors normally work 10 hours per week for a total of 300 hours over the academic year. Ambassador awards are not available during the summer months. Awards are renewable annually, based on satisfactory performance, and are limited to full time students enrolled in the Sawyer Business School.

Requirements
- Enrolled full-time as an undergraduate at Suffolk for one academic year (two semesters)
- Maintain full-time status
- Maintain a minimum GPA of 3.3
- Attend weekly meetings
- Complete 10 hours per week of project work and meetings
- Submit bi-weekly project reports and time sheets
- Ability to work independently as well as in groups
- Willingness to attend, sponsor and organize Suffolk events and activities
- A student may not work more than 10 hours on campus in addition to the Ambassador position. This means you may work no more than 20 hours total per week on campus.
- International students must have authorization to work, including a social security number.

Deadlines & Materials

All materials are due by Thursday, March 5 at 4:30pm in the Sawyer Business School Dean’s Office. In one envelope, turn in the following:
- Completed Application (see next page; do not staple application materials together)
- Resume
- Faculty recommendation in a sealed/signed envelope
- Employer recommendation in a sealed/signed envelope

Interview: you may be contacted to set up an interview after we have received and reviewed all applications.

Questions? Email SawyerAmbassadors@suffolk.edu or call Alisa Berman at 617-573-8301
Sawyer Ambassador Application

Name: __________________________________________ ID# __________________________

Suffolk Email: ________________________________ Phone: __________________________

Anticipated Graduation Date: ______________ GPA: __________________________

Current Year: □ Freshman □ Sophomore □ Junior □ Senior

Major(s)/Minors:

Have you already or are you planning to study abroad? □ yes □ no
Where and when?

Are all your jobs, club and organization memberships, volunteer positions, hobbies and other involvement detailed in your resume? □ yes □ no If not, please list what is missing from your resume.

Personal statement: Describe in a 500-word essay why you are applying to become an Ambassador and the skills and experience that you feel you would contribute to our team. Comment on your skills and abilities, as well as your experiences and campus involvement. Either use the back of this page or attach a separate sheet. Do not put your name on the same side of the page as your essay. Do not staple your application materials together.

Please READ AND SIGN: I understand if I receive a Sawyer Ambassador award I will be required to provide a 300 total hours of support in accordance with mutually agreed upon weekly schedule. I realize my award may require limited evening and/or weekend hours and will include mandatory meetings, trainings, and paperwork requirements. I also realize my award can be revoked at the discretion of my supervisor and the Director of Financial Aid for not honoring scholarship commitments. I understand that these awards are subject to tax withholding. I certify that I will not be working more than 20 hours per week, including the Ambassador position. If I am an international student I certify that I have work authorization and the appropriate documents (including social security number).

Signature________________________________________ Date_____________________________
Faculty Recommendation Form

Student name: ____________________________

Faculty Name: ____________________________  Faculty Dept.: ____________________________

Faculty signature: _________________________  Faculty Phone: ____________________________

The student above is applying for a Sawyer Ambassador position and has listed you as a reference. Your appraisal of this student will be greatly appreciated. This role is designed for students who work in a team to design, host and implement events, initiatives and programs that meet an unmet need in the Sawyer Business School or at Suffolk. They work closely with one another and the Dean’s Office, but also complete most work on their own. They interact professionally with all constituents and represent themselves and the Business School.

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<th>Poor</th>
<th>Below Average</th>
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Ability to learn new material
Motivated, enthusiastic
Communicates well
Thinks independently
Responsible, meets deadlines
Asks questions
Mature, self-reliant
Interpersonal skills with peers
Leadership ability

Based on the description above (or your direct knowledge of the role), do you recommend this student for the position of Sawyer Ambassador? ____ YES  ____ NO  ____ UNCERTAIN

How long have you known the student? ______________________________________________________

COMMENTS: Please add any additional comment here or on the back of this form, or attach a letter.

Please complete this form and return it to the student in a sealed/signed envelope.
The Sawyer Business School Dean’s Office must receive this no later than Thursday, March 5th at 4:30pm.
Employer Recommendation Form

Student name: ____________________________________________

Supervisor Name: _________________________________________ Firm: ____________________________________________

Supervisor signature: _____________________________________ Phone: ____________________________________________

Address: __________________________________________________

The student above is applying for a Sawyer Ambassador position and has listed you as a reference. Your appraisal of this student will be greatly appreciated. This role is designed for students who work in a team to design, host and implement events, initiatives and programs that meet an unmet need in the Sawyer Business School or at Suffolk. They work closely with one another and the Dean’s Office, but also complete most work on their own. They interact professionally with all constituents and represent themselves and the Business School.

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<tr>
<td>Quality of work</td>
<td>Quantity of work</td>
<td>Follows through on tasks</td>
<td>Takes initiative</td>
<td>Asks questions when needed</td>
<td>Interpersonal skills with co-workers, supervisors, clients</td>
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Based on the description above (or your direct knowledge of the role), do you recommend this student for the position of Sawyer Ambassador? _____YES _____NO _____UNCERTAIN

COMMENTS: Please comment here or on the back of this form, or attach a letter.

Please complete this form and return it to the student in a sealed/signed envelope. The Sawyer Business School Dean’s Office must receive this no later than Thursday, March 5th at 4:30pm.