



## UTeach Dallas Ambassador Application

**Job Title:** UTeach Dallas Ambassador

**Dates Available:** Summer 223 and Fall/Spring 2023-24

**Hours and Pay:** Up to 10 hours per week, \$15 per hour

**Purpose:** Ambassadors will share their experiences in the UTeach Dallas program with prospective UTeach students, including students in Step 1 and Step 2 courses, current UTDallas students, and the UTDallas community. Ambassadors will represent UTeach Dallas at outreach events and conferences. Training will be provided.

### **Essential Functions**

1. Telling your "UTeach Dallas" story at summer orientations and other recruiting events.
2. Work with the UTeach Dallas staff and Advising to increase enrollment and retention in the UTeach Dallas program
3. Facilitate information sessions and other outreach events for prospective students
4. Facilitate retention events for current UTeach Dallas students
5. Work with the Education Technology Specialist/Program Coordinator to develop and manage PR/Recruitment: social media posts AND email campaigns – graphic design & multimedia work
6. Design additional promotional materials
7. Represent UTeach Dallas at university wide events, including: Freshman and Transfer Orientation, Org Fairs, Scholars' Day, World Teachers' Day, Welcome Week, and more
8. Prepare reports and program summaries – statistics on the effectiveness of the work
9. Assist in other UTeach Dallas events as assigned

### **Required Qualifications**

1. Must have completed Step 1 and Step 2 (*can be enrolled in S2 at time of application*)
2. Must be planning to continue with the UTeach Dallas program
3. Must have an overall cumulative **GPA of 2.75 or above.**
4. Must Commit to work Summer 23 for multiple orientations and the following Fall/Spring 23-24
5. Must work a minimum of 15 hours of events/ service to the program per long semester
6. Ambassadors must attend their UTeach Dallas classes on any day for which they claim work hours. *It is **NOT** acceptable to be too sick for class, but well enough to work on the same day.*
7. Strong communication skills, event planning, social media (specifically Instagram content creation), and mentorship experience a plus.

### **Required:**

Resume and this completed form

Questions? Contact Mrs. Donaldson @ [katie.donaldson@utdallas.edu](mailto:katie.donaldson@utdallas.edu)

**Return this form to Katie Donaldson's mailbox in FN 3.218.**



## **UTeach *Dallas* Ambassador Application**



## UTeach *Dallas* Ambassador Application

**Name:** \_\_\_\_\_ **UTD ID:** \_\_\_\_\_

**UTD Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Classification:** \_\_\_\_\_ **Ethnicity:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Expected Graduation Date:** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**Are you in your first two years at UTD?** \_\_\_\_\_ **Seeking which certification?** \_\_\_\_\_

Have you had an internship with UTeach in the past? If so when/where? \_\_\_\_\_

Do you have another job on campus? Y or N

If yes, you cannot have two jobs on campus, you will need to make a choice.

Have you previously worked on campus? Y or N If Y, when & where? \_\_\_\_\_

Total campus work hours **cannot exceed 20 hours** per week, most are not more than 10.

### **DO NOT START WORK UNTIL YOU HAVE RECEIVED AN EMAIL FROM UTD WITH YOUR APPROVED START DATE.**

- ❖ Attach a copy of your class schedule, including other job hours, meeting dates, and/or any other conflicts with working. PLEASE make it very clear when you are AVAILABLE TO WORK.
- ❖ Once Approved
  - You **must** complete a background check form. Once that is approved you will meet with the Career Center to complete HR paperwork, bring your **Social Security card** and **Driver's License/Government ID** with paperwork then. Once all paperwork is processed you will be eligible to work.

### **UTeach *Dallas* Course Schedule**

Please list the semester and year you completed/intend to take each of the following UTeach *Dallas* courses:

Step 1	_____
Step 2	_____
Knowing and Learning	_____
Classroom Interactions	_____
Perspectives	_____
Research Methods	_____
Math Modeling*	_____
Project Based Instruction	_____
Apprentice Teaching	_____



## **UTeach *Dallas* Ambassador Application**

### **Application Essay Questions**

*(Please limit responses to 500 words or less)*

1. Why do you want to be a UTeach Student Ambassador?
2. What about your skillset or experience from held roles do you think will make you an effective UTeach Dallas Student Ambassador?
3. If you could tell a prospective UTeach student ONE thing about UTeach Dallas program that would potentially convince them to register for Step 1, what would it be and why?
4. What is one thing UTeach Dallas has taught you that is applicable to life outside of teaching?