



COLLEGE OF ENGINEERING

UNIVERSITY of HAWAII^o at MĀNOA

ENGINEERING STUDENT AMBASSADOR APPLICATION

The Engineering Student Ambassador (ESA) program was created to assist the Dean's Office staff year-round in planning and executing the College's events, conducting outreach to local K-12 classrooms, managing official social media channels, mentoring current engineering students, and serving as a liaison to prospective and current students and their families. Above all, ESAs are the official student representatives of the College of Engineering, promoting the college in a professional and positive manner.

To be considered for the ESA position, candidates must submit the enclosed application and participate in a brief interview. Our goal is to recruit students from a variety of backgrounds, each bringing with them unique skills and talents, who will serve our undergraduate student population and local community with great pride.

ESA Responsibilities

- Act as an ambassador for the College of Engineering
- Commit to an average of 10 hours per week (may vary depending on time of year)
- Participate in regular staff meetings/trainings & provide office hours (est. 2 hours/week) for correspondence and administrative work
- Conduct K-12 outreach to engage younger students in engineering (participate in Career Fairs, STEM Nights, etc)
- Serve as a tour guide and event lead for major annual campus events (such as Open House, Career Expo, Blueprints, etc)
- Develop and produce digital/printed materials as requested (including posts, videos, flyers, and presentations)
- Perform other duties as assigned

Desired ESA Attributes and Abilities

- Maintains an strong academic record (minimum of a 3.0 GPA)
- Effectively engages and connects with diverse groups
- Embraces a collaborative, team-oriented approach
- Exhibits strong leadership qualities
- Displays sound judgment and discretion
- Adapts easily to changing circumstances
- Maintains a positive attitude with a proactive spirit
- Demonstrates exceptional communication skills
- Takes initiative and operates with self-direction

Position Requirements

- Must be a registered UH Mānoa College of Engineering student who has completed at least one semester at the College by the hire date
- Has a clear judicial record
- Demonstrates involvement in campus organizations and/or has knowledge of University policies, procedures and programs

APPLICATION FORM - PLEASE COMPLETE

For special accommodations, please contact Kim Perez Hults at 808-956-7426

Once all applications have been reviewed during the established application period, qualified candidates will be selected to advance to the interview process.

Last Name: _____ First Name: _____

Local Address: _____

Home Address: _____

Cell Phone: _____ UH Email Address: _____

Are you living in a Residence Hall?
(Please Select)

If *yes*,
list your hall: _____

If *no*,
distance from campus: _____ mins

Major: _____ Anticipated Graduation Date: _____ GPA: _____
(Please Select)

Have you attended other colleges?
(Please Select)

Only fill out, if you answered *yes*.

If so,
where and when?

Dates Attended	Name of School	City, State
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Type of Degree: _____ OR # of Credits Completed: _____

Have you been employed while attending college?
(Please Select)

Employer Job Title/Responsibilities

Dates of Employment

What activities, organizations, or programs have you been involved in, on or off campus?
(Freshmen may list high school experiences. Recent transfer students may list previous college or other related experiences.)

Activity

Dates of Involvement

Short Answer Questions:

1. How did you find out about the ESA program?

2. Why do you want to serve as an ESA?

3. What personal characteristics do you possess that would make you a unique addition to the ESA team?

4. As a current engineering student, what do you feel would have been helpful to know about the engineering program prior to enrolling, and how could you help incoming students adapt or adjust to be more prepared?

5. Why is maintaining a professional interaction with new students and parents important?

6. What are some of your greatest communication strengths, and how will they help you work with a team?

7. What is one thing (program, resource, service, supply, etc.) that you would suggest the College provide new students that is currently not available to them now?

I agree that the information submitted on this application is complete and correct. By signing below, I permit the College to review my academic and judicial records. I understand that release of this information is necessary to proceed with the application process.

Signature: _____ **Date:** _____

Additional required application materials:

- ✓ Your Current Resume
- ✓ Completed Reference Form (*Form may be sent directly to Kim.*)

Reference's Name: _____ **Email Address:** _____

Submit all materials via email to Kim Perez Hults, Director of Marketing & Outreach Relations, at hults@hawaii.edu.