



DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

WKU Chemistry and Biochemistry Ambassador Application

WKU Chemistry and Biochemistry Ambassadors serve as public relations and promotional representatives for the department and assist in a variety of ways, including recruitment and retention events. Ambassadors have opportunities to interact with prospective students and parents, local employers, faculty, staff, and fellow students in their work helping visitors appreciate that WKU is an exceptional university. Ambassadors are expected to represent the department, college, and university in a positive, professional, and responsible manner at all times.

Roles of a WKU Chemistry and Biochemistry Ambassador

- Represent the department and/or the college at recruitment events
- Assist with department-specific freshmen orientation events
- Serve as hosts for visitors to the department and conduct interviews of alumni, faculty, and students
- Conduct tours of department facilities in Ogden College Hall, Snell Hall, and Kelly Thompson Hall
- Assist with other department programs and events such as visits by local school students for hands-on activities
- Serve as student members or consultants to department committees
- Write letters to prospective students and financial donors
- Assist with social media posts

Requirements of a WKU Chemistry and Biochemistry Ambassador

- Full time undergraduate student with minimum GPA of 2.75
- Declared chemistry or biochemistry major
- Have completed at least CHEM 120/121 and 222/223 and have sophomore standing by first semester of ambassador duties
- Attend all ambassador meetings and training sessions
- Participate in at least 30 hours of ambassador duties during the semester
- Always present yourself in a professional manner, including excellent oral communication with visitors

Application materials

- Applicant Information form on the following page
- Professional resume, including
 - all campus activities and organizations with specific roles indicated
 - hobbies and extra-professional activities and interests
 - current employment (if any) and number of hours worked per week
- Responses to these three (3) essay prompts (limit 300 words each) – electronic/typed responses ONLY:
 - What strengths and assets would you bring as a WKU Chemistry and Biochemistry Ambassador?
 - What benefit(s) do you hope to gain from being a WKU Chemistry and Biochemistry Ambassador?
 - What would you say if you were to describe the WKU Chemistry and Biochemistry Department and the Ogden College of Science and Engineering to a prospective student?
- Letter of recommendation from one (1) WKU faculty member
- Names and contact information for two (2) additional references (one WKU peer/student and one WKU faculty/staff or Bowling Green community member)

Return completed application by email to Prof Carnetta Skipworth at carnetta.skipworth@wku.edu.

WKU Chemistry and Biochemistry Ambassador Applicant Information

Name:		WKU ID:	
Phone:		Email (WKU Topper address only):	
Major:	Minor:	Overall GPA:	
ALL Chemistry courses and labs taken (WKU course numbers are OK)			
Are you in the WKU Honors Program? Yes No		Anticipated Graduation Term (month/year)	
Academic Advisor or Faculty Mentor:		Current classification (by hours): FR SO JR SR	
Hometown		Polo shirt size	

Contact information for two (2) references (beyond the faculty member submitting a recommendation letter)

WKU Student/Peer	WKU Faculty/Staff or BG Community Member
Name:	Name:
Phone:	Phone:
Email:	Email:

My signature below indicates I understand that if I am selected to be a WKU Chemistry and Biochemistry Ambassador, I will attend and participate in the required meetings and training sessions. All meetings are mandatory. I further understand that I will be expected to participate in at least 30 hours of ambassador duties during the semester while maintaining a minimum 2.75 GPA. I understand that verification of my GPA will be required. Most importantly, I understand that I will be representing the WKU Chemistry and Biochemistry Department, the Ogden College of Science and Engineering, and WKU with my work as a WKU Chemistry and Biochemistry Ambassador, and I agree to conduct myself in a respectable, professional, and responsible manner at all times.

Signature: _____

Date: _____

Return completed applications via email to Carnetta.skipworth@wku.edu by **April 15**