About the Program:

The Highland Ambassadors is an exclusive group of students within the Carnegie Mellon University Alumni Association who help promote student-alumni connections and are student philanthropy advocates. They are role models for their peers and lifelong supporters of the university. Through an application and interview process, Ambassadors are chosen for their enthusiasm and school spirit as well as their demonstrated leadership and commitment to the university. For 2016-2017, we are looking for students passionate about learning more about Carnegie Mellon and who can eloquently represent the institution and its student body. Our membership is a cross-section of representation across all schools and colleges, undergraduate and graduate.

Highland Ambassadors are leaders on and off campus. They serve as official student representatives at VIP events locally and nationally as well as hosts to important university guests and prospective students on campus. Highland Ambassadors participate in a wide array of events and special projects as assistants, volunteers, or paid workers, and they also advocate for student philanthropy from the peer-to-peer perspective. They have numerous opportunities and obligations to interact with high profile alumni and top university officials such as the Board of Trustees, the Alumni Association Board, and the Senior Leadership Team of the university and they work closely with the staff of the Alumni Association and other University Advancement departments to fulfill their mission. We are looking for dependable students who seek this type of engagement and who excel in social situations such as those listed above.

To be selected as a Highland Ambassador is a great honor that will recognize each student’s outstanding personal and leadership skills and provide them with extraordinary networking and social opportunities. Although the Highland Ambassador program is reserved for students only, it is expected that upon graduation, those that were Highland Ambassadors become the future volunteer leaders of the Alumni Association and continue to role model the expected behavior of a Loyal Scot. Training and leadership development are provided to ensure that Highland Ambassadors feel prepared both during their time on campus and post-graduation.

Program Logistics:

The Highland Ambassadors meet weekly for up to one hour throughout the academic year and each Ambassador is expected to attend all meetings barring any conflicts with academic schedules. Up to three absences per semester will be permitted without repercussion. Additional missed meetings or the lack of follow-through on assigned projects may result in that student being asked to leave the group. This is intended to be a rigorous and exclusive program that is meant for only those students most dedicated to advancing the mission of the University and the program.

Additionally, Highland Ambassadors may be invited to participate in Summer, Winter Break, or Spring Break events depending on their location and availability. As such, this program is a full year commitment with opt-in summer opportunities.
Below are events and programs where Highland Ambassadors are likely to be most involved:

<table>
<thead>
<tr>
<th>Legacy Family &amp; VIP Visits</th>
<th>Andrew Carnegie’s Birthday</th>
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<tbody>
<tr>
<td>Fundraising Events</td>
<td>Thank a Donor Events</td>
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<tr>
<td>Student Giving Initiatives</td>
<td>#CMUGivingDay</td>
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<tr>
<td>Homecoming Weekend</td>
<td>Spring Carnival Weekend</td>
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<td>New Student Welcome Events</td>
<td>Volunteer Forum</td>
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<td>Board of Trustee Weekends</td>
<td>Alumni Association Board Weekends</td>
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<tr>
<td>Local Alumni Network Events</td>
<td>Regional Alumni Network Events</td>
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<tr>
<td>Alumni Discovery Initiative</td>
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**Expectations of a Highland Ambassador:**

- Attend an orientation and all weekly meetings (as per outlined above).
- Be a Loyal Scot (Connect, Engage, Give, and Brag) every year.
- Serve as a social media influencer for all student-alumni events.
- Promote and advocate for student philanthropy.
- Be available for Homecoming 2016 and Spring Carnival 2017 to assist with Alumni Association events.
- Actively participate in the Alumni Discovery Initiative which requires you to meet with various alumni in a one-to-one setting throughout the year.
- Provide tours for VIP guests upon request.
- Assist with the recruitment and interviewing of the following year’s Ambassadors.
- Maintain a 3.0 cumulative grade point average throughout your affiliation with the Highland Ambassador Program.
- Remain in good disciplinary standing with the university.
Carnegie Mellon Highland Ambassador Program

Application Instructions:

Applications should be completed and emailed to Tim Leonard (leonardt@andrew.cmu.edu) before noon on Monday, March 28, 2016.

Please ensure that your application includes the following items:

- General application/information form (below)
- Two page cover letter addressing the questions below
- An updated resume
- One reference from a Carnegie Mellon faculty/staff member

Application/Information Form

Full Name: _____________________________________________________

Local Address: ________________________________ Local/Cell Phone Number: ______________

Home Address: ________________________________ Home Phone Number: __________________

Email Address: ________________________________ Birth Date: ____________________________

College & Department: ________________________________________________________________

Year: 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ Graduate Student _____

Cumulative GPA: ___________ Expected Graduation Date: __________________

Please provide one letter of recommendation from a faculty or staff member at Carnegie Mellon University. You may elect to waive your right to view this recommendation by having your reference send their letter directly to Tim Leonard (leonardt@andrew.cmu.edu).

Please list the full name, position on campus, and email for that reference:

    Name, Position: ________________________________________________________________

    Email Address: ________________________________________________________________

Please answer the following questions in your cover letter. Please do not exceed two pages.

- Why do you want to be a member of the Carnegie Mellon Highland Ambassador Program?
- What qualities do you feel you possess that will contribute to the Highland Ambassador Program? Why?
- What does it mean to you to be fully engaged in the Carnegie Mellon Community?

Your signature below attests that you have thoroughly read the Carnegie Mellon Highland Ambassador position description and that you have provided accurate information. You also understand that the Highland Ambassador program has limited space and that we reserve the right to interview only the strongest applicants.

Signature: ________________________________ Date: ________________________________