

**L. DOUGLAS WILDER SCHOOL OF GOVERNMENT &
PUBLIC AFFAIRS
STUDENT AMBASSADOR & ADVISORY COUNCIL (SAAC)**

**Application & Expectations
2021-2022**

Application is Due May 28, 2021:

<https://forms.gle/SUWe3WWg6cErdvDi8>

The mission of the Virginia Commonwealth University Wilder School Student Ambassador & Advisory Council (SAAC) is to develop, promote and enhance the student experience while fostering a culture of collaboration, leadership, and engagement.

Wilder School Student Advisory & Ambassador Council (SAAC) Guidelines and Expectations Agreement

The Wilder School Student Ambassador & Advisory Council Program is for volunteers who wish to represent VCU Wilder School by providing support and participation for special events, campus tours and other duties as assigned. Wilder School SAAC ensures that students have a voice and serves as the link between students and Wilder School faculty and administration. SAAC will be comprised of a minimum of two representatives from each Wilder School undergraduate and graduate programs.

The term of appointment extends for one academic year. This will include two semesters. The first semester will be the fall and the second semester will be the spring (August through May). There is potential for summer work as well. Student will have the opportunity to extend beyond the initial one academic year appointment.

Wilder School SAAC meets at least twice per fall and spring semester. The expectation is that representatives attend all meetings. The meeting schedule will be announced at the start of the academic semester.

Position Qualifications

Student Ambassadors must have a 2.5 GPA or higher to be accepted into the Wilder School Student Ambassador & Advisory Council and must maintain a 2.5 GPA throughout service. Student Ambassadors must have at least one semester completed as a Wilder School student and be enrolled in at least 6 credits.

Special Events

Student Ambassadors will assist faculty, staff, and programs with various Wilder School activities and events. Events may include: Recruitment Campus Tours, Excellence in Virginia Awards, May and December Commencement Ceremonies, Employer Showcase, New Student Orientation, Welcome Week, Open House, Preview Day, and other annual Wilder School events. A list of special events for the academic year will be provided to each Ambassador via email.

Events will be sent to Ambassadors via the e-mail provided on the application. It is the Ambassadors responsibility to sign up for events, trainings, meetings, and workshops. Ambassadors are encouraged to check their e-mail regularly to stay up to date of upcoming events or any changes or updates that may have occurred.

Student Ambassadors are encouraged to attend the Student Leadership Studio sponsored by the Student Commons and Activities Student Leadership Center. Workshops are designed to serve as building blocks to developing core leadership competencies. Workshops are held Tuesdays from 4pm to 5pm and Wednesdays from 12pm to 1pm during the fall and spring semesters.

It is the responsibility of the Student Ambassador to become familiar with the information that he/she/they is expected to know for the Wilder School event/program that are serving as a host. Program/event information will be provided to the ambassador.

Position Expectations

Student Ambassadors are required to attend and fully participate in the annual meeting and review and respond in a timely manner to email updates and action items.

Student Ambassadors are required to be punctual and reliable in attending all scheduled events, tours, etc. Be ready to help where you are needed.

Student Ambassadors will wear appropriate business casual or business professional attire, or specific Wilder School shirt for events. The Wilder School shirt will provided for the ambassador.

Student Ambassadors are expected to set a positive example at all times and conduct themselves in an honest, conscientious, courteous, and professional manner at all times by showing respect for persons of all backgrounds, ethnicities, races, lifestyles, interests, and abilities.

Student Ambassadors represent the Wilder School and SAAC in a positive and professional manner at all times.

Please direct any questions regarding the program to the Office of Student Success. The program’s advisor is the Assistant Dean for Student Services, Ms. Shajuana Isom-Payne. Ms. Isom-Payne can be contacted at 804-827-2791 or sipayne@vcu.edu. Ms. Isom-Payne’s office is located in Room 1005, Raleigh Building (1001 W. Franklin Street).

I have read the duties and expectations required of VCU Wilder School Student Advisory & Ambassador representative. I understand these duties and expectations and pledge to uphold them to the best of my ability. I understand that failure to uphold these duties and expectations may result in my dismissal from the Wilder School SAAC program. I agree that my GPA, as reported, is accurate and it may be verified by the Assistant Dean.

I have read and I agree to all terms and conditions listed above:

Printed Name

Signature

Date