Description
The Sawyer Ambassadors are a team of student leaders dedicated to enhancing the overall undergraduate experience by building community and addressing unmet student needs at Suffolk University. We strive to be a resource of information and inspiration for all undergraduate students. We use our experiences, creativity and leadership skills to develop innovative and recurring programs that will elevate the level of learning and community on campus. Working hand-in-hand with the Dean's Office, we make every attempt to understand what the Sawyer Business School is and what it can be. Our goal is to serve the Sawyer Business School and drive positive change within the campus community. Students are selected based on academic success, team building and leadership skills, completed application, and interviews.

Number of Participants
10 positions are awarded each year; the number of open positions varies each year.

Scholarship
The Ambassador Scholarship awards $4,200 a year, $1800 of which is allocated to tuition, and $2400 to student employment paid on a bi-weekly basis for hours worked. Total number of hours required is 300 over the academic year typically divided up by 10 hour per week. The employment position of these awards ($2400) is considered taxable income and is subject to tax withholding. Participants/awards are renewed based on satisfactory performance.

Requirements
☐ Enrolled full-time as an undergraduate at Suffolk for one academic year (two semesters)
☐ Maintain full-time status
☐ Maintain a minimum GPA of 3.5
☐ Attend weekly meetings
☐ Complete 10 hours per week of project work and meetings
☐ Submit bi-weekly project reports and time sheets
☐ Ability to work independently as well as in groups
☐ Willingness to attend, sponsor and organize Suffolk events and activities
☐ A student may not work more than 10 hours on campus in addition to the Ambassador position. This means you may work no more than 20 hours total per week on campus.
☐ International students must have authorization to work, including a social security number.

Deadlines & Materials

All materials are due by Monday March 3rd at 4:30pm in the Sawyer Business School Dean’s Office. In one envelope, turn in the following:
☐ Completed Application (see next page; do not staple application materials together)
☐ Resume
☐ Faculty recommendation in a sealed/signed envelope
☐ Employer recommendation in a sealed/signed envelope

Interview: you may be contacted to set up an interview after we have received and reviewed all applications.

Questions? Email SawyerAmbassadors@suffolk.edu or call Ms. Alisa Berman at 617-573-8301
Sawyer Ambassador Application

Name: ____________________________ ID# __________________________

Suffolk Email: ____________________________ Phone: __________________________

Anticipated Graduation Date: __________ GPA: __________

Current Year: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Major(s)/Minors:

Have you already or are you planning to study abroad? ☐ yes ☐ no
Where and when?

Are all your jobs, club and organization memberships, volunteer positions, hobbies and other involvement detailed in your resume? ☐ yes ☐ no If not, please list what is missing from your resume.

Personal statement: Describe in a 500-word essay why you are applying to become an Ambassador and the skills and experience that you feel you would contribute to our team. Comment on your skills and abilities, as well as your experiences and campus involvement. Either use the back of this page or attach a separate sheet. Do not put your name on the same side of the page as your essay. Do not staple your application materials together.

Please READ AND SIGN: I understand if I receive a Sawyer Ambassador award I will be required to provide a 300 total hours of support in accordance with mutually agreed upon weekly schedule. I realize my award may require limited evening and/or weekend hours and will include mandatory meetings, trainings, and paperwork requirements. I also realize my award can be revoked at the discretion of my supervisor and the Director of Financial Aid for not honoring scholarship commitments. I understand that these awards are subject to tax withholding. I certify that I will not be working more than 20 hours per week, including the Ambassador position. If I am an international student I certify that I have work authorization and the appropriate documents (including social security number).

Signature________________________________________ Date______________________________
Faculty Recommendation Form

Student name: _____________________________________

Faculty Name: ________________________________ Faculty Dept.: ______________________

Faculty signature: ________________________________ Faculty Phone: ______________________

The student above is applying for a Sawyer Ambassador position and has listed you as a reference. Your appraisal of this student will be greatly appreciated. This role is designed for students who work in a team to design, host and implement events, initiatives and programs that meet an unmet need in the Sawyer Business School or at Suffolk. They work closely with one another and the Dean’s Office, but also complete most work on their own. They interact professionally with all constituents and represent themselves and the Business School.

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<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Superior</th>
<th>Unable to judge</th>
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<td>Ability to learn new material</td>
<td>Motivated, enthusiastic</td>
<td>Communicates well</td>
<td>Thinks independently</td>
<td>Responsible, meets deadlines</td>
<td>Asks questions</td>
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<td>Mature, self-reliant</td>
<td>Interpersonal skills with peers</td>
<td>Leadership ability</td>
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Based on the description above (or your direct knowledge of the role), do you recommend this student for the position of Sawyer Ambassador?  ___ YES  ___ NO  ___ UNCERTAIN

How long have you known the student? ________________________________________________

COMMENTS: Please add any additional comment here or on the back of this form, or attach a letter.
Employer Recommendation Form

Student name: _____________________________________

Supervisor Name: ________________________________  Firm: ________________________________

Supervisor signature: ________________________________  Phone: ________________________________

Address: _____________________________________________________________________________

The student above is applying for a Sawyer Ambassador position and has listed you as a reference. Your appraisal of this student will be greatly appreciated. This role is designed for students who work in a team to design, host and implement events, initiatives and programs that meet an unmet need in the Sawyer Business School or at Suffolk. They work closely with one another and the Dean’s Office, but also complete most work on their own. They interact professionally with all constituents and represent themselves and the Business School.

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<td>Quality of work</td>
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<td>Quantity of work</td>
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<td>Follows through on tasks</td>
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<td>Takes initiative</td>
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<td>Asks questions when needed</td>
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<td>Interpersonal skills with co-workers, supervisors, clients</td>
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<td>Professional behavior and communication</td>
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<td>Ability to work well in a multi-cultural environment</td>
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<td>Leadership potential</td>
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Based on the description above (or your direct knowledge of the role), do you recommend this student for the position of Sawyer Ambassador?  ___ YES  ___ NO  ___ UNCERTAIN

COMMENTS: Please comment here or on the back of this form, or attach a letter.

Please complete this form and return it to the student in a sealed/signed envelope. The Sawyer Business School Dean’s Office must receive this no later than Monday March 3rd at 4:30pm.