



Texas Tech Career Center's Student Ambassador Application Form

Job Description:

Student Ambassadors will serve as ambassadors to the student body and advocate for the University Career Center services.

To fulfill the requirements of the UCC Ambassador you will need to be able to do the following things:

- You must be able to assist with class and student organization presentations
- Participate in Career Center events, information sessions, and Resume Pop Ups
- Assist with employer hospitality during recruiting season
- Provide excellent customer service by greeting guests, answering the phones, and running the front desk
- Help gather and prepare materials for presentations
- Business professional attire is required during peak recruiting season
- Occasional evening time work is required
- Other duties assigned

A: Contact Information

- Name: _____
- Local Address: _____
- Phone Number: _____
- TTU Email Address: _____

B: Academic Information

- Classification: Freshman Sophomore Junior Senior
- Major: _____
- GPA: _____
- Graduation Year: _____
- Considering your academic load and extracurricular activities for the semester you wish to work, **how many hours each week could you work at the Career Center?** (Note Student Ambassadors are not allowed to work more than 20 hours/week) _____
- Are you employed with any other department at Texas Tech University? _____

C: Application Process

- Please attach the following to your application:
 - 1) Typed responses to the following questions
 - 2) A copy of your resume
 - 3) Times/days of the week (M-F) you are available to work
 - 4) Class schedule for the semester you wish to work
- 1) Why are you interested in becoming a Student Ambassador at the TTU Career Center?
- 2) Have you ever used the TTU Career Center’s recourses before? If so, explain which ones.
- 3) What activities are you involved in?

D: Additional Information & Reminders

- Remember to attach your resume to this application along with your typed answers to the questions above and your available schedule.
- Please submit your application via a hard copy to the Texas Tech Career Center in the Wiggins Complex OR email your application to toni.d.krebbs@ttu.edu and brittainy.e.klemme@ttu.edu
- Check out more information on the Texas Tech Career Center by checking out the link below:
 - <https://www.depts.ttu.edu/careercenter/>
- Contact Toni Krebbs or Taylor Johnston at 806-742-2210 or toni.d.krebbs@ttu.edu or brittainy.e.klemme@ttu.edu if you have any questions.

Thank you for your interest in working at the University Career Center!



TEXAS TECH UNIVERSITY
University Career Center