



DEPARTMENT OF CHEMISTRY

WKU Chemistry Ambassador Application – Fall 2023/Spring 2024

WKU Chemistry 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 Ambassador

- Represent the Department and/or the College at recruitment events such as the Major/Minor Fair, Head for the Hill, and the annual Ogden College Preview Day
- Assist with Department-specific aspects of Topper Orientation Program (T.O.P.) for incoming freshmen and MASTER Plan
- Serve as hosts for visitors to the Chemistry Department and conduct interviews of alumni, faculty, and students
- Conduct tours of Chemistry Department facilities in Ogden College Hall, Snell Hall, Kelly Thompson Hall
- Assist with other Chemistry Department programs and events such as visits by local school students for hands-on activities
- Serve as student members on or consultants to Chemistry Department committees
- Write letters to prospective students
- Assist with social media posts

Requirements of a WKU Chemistry 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 Fall 2023
- Attend all Chemistry Ambassador meetings and training sessions (three per semester)
- Participate in at least 30 hours of Ambassador duties during the semester
- Always present yourself in a professional manner, including excellent oral communication with diverse groups of visitors

Application materials

- Applicant Information form on the following page
- Professional resume, including
 - all campus activities and organizations and specific roles in these
 - 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:
 - The WKU Chemistry mission statement is “WKU Chemistry empowers students of all backgrounds to think critically about the molecular sciences and promotes a vibrant regional economy. We ignite a spirit of life-long learning through engaged classroom and laboratory instruction, hands-on experience in nationally-recognized research, and direct mentoring by faculty. We enable our students to define their own career path and to make an impact locally and globally.” What strengths and assets would you bring as a WKU Chemistry Ambassador in moving forward the mission of the Department?
 - What benefit(s) do you hope to gain from being a WKU Chemistry Ambassador if selected?
 - If you were to describe the WKU Chemistry Department and the Ogden College of Science and Engineering to a prospective student what would you say?
- 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)

The Spirit Makes the Master

Department of Chemistry | Western Kentucky University | 1906 College Heights Boulevard #11079 | Bowling Green, Kentucky 42101-1079

phone: 270-745-3457 | fax: 270-745-5361 | web: www.wku.edu/chemistry

Equal Education and Employment Opportunities - Printing paid from state funds, KRS57.375 - Hearing Impaired Only: 270-745-5389

WKU Chemistry 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 you would like on your nametag | | Polo shirt size |

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

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|--|------------------|-------|--------|--------|--|--|-------|--------|--------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">WKU Student/Peer</td> </tr> <tr> <td style="padding: 5px;">Name:</td> </tr> <tr> <td style="padding: 5px;">Phone:</td> </tr> <tr> <td style="padding: 5px;">Email:</td> </tr> </table> | WKU Student/Peer | Name: | Phone: | Email: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">WKU Faculty/Staff or BG Community Member</td> </tr> <tr> <td style="padding: 5px;">Name:</td> </tr> <tr> <td style="padding: 5px;">Phone:</td> </tr> <tr> <td style="padding: 5px;">Email:</td> </tr> </table> | WKU Faculty/Staff or BG Community Member | Name: | Phone: | Email: |
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| Name: | | | | | | | | | |
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| Email: | | | | | | | | | |

My signature below indicates I understand that if I am selected to be a WKU Chemistry 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 Department, the Ogden College of Science and Engineering, and WKU with my work as a WKU Chemistry 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, 2023**.