

AdvoCat Application 2012-2013



Office of Admissions
SUB 201

*Applications accepted until Friday, April 13th at 5:00pm to SUB 201

AdvoCat Application Information Sheet

Position Summary:

The campus tour program at Montana State University serves thousands of visitors each year. Under the supervision of the program coordinator, Hilja Mueller, and two student coordinators, MSU AdvoCats promote and personalize the university to prospective students, their families, and other guests to campus. Through guided walking tours of campus, MSU AdvoCats educate visitors about academics, campus life as well as the history, traditions, and achievements of the university. The position of an MSU AdvoCat is a volunteer student leadership position. Guided tours last approximately one hour and are offered Monday – Friday at 9am and 2pm year-round (except for University observed holidays).

Requirements for MSU AdvoCats:

- Students will be required to take a one-credit, 400-level training course **Fall and Spring** Semesters on Wednesdays from 4:10 p.m. – 5:30 p.m.
- Students must be of sophomore to senior standing during the Fall of 2012 and Spring 2013 semesters. (*some exceptions - talk with Hilja Mueller)
- Students must have a minimum cumulative GPA of 2.5. (*some exceptions -talk with Hilja Mueller)
- Students must assist with campus tours, MSU Fridays, phone-a-thons, correspondence, and other recruiting activities. AdvoCats also participate in group community service projects.
 - ★ AdvoCats are scheduled for a weekly campus tour during either Fall or Spring Semester, or both.
 - ★ AdvoCats assist with tour groups at MSU Friday.
 - ★ AdvoCats respond to letters from prospective students.
 - ★ AdvoCats participate in community service projects.
 - ★ AdvoCats are asked to volunteer for special tours and recruitment activities as needed by the Office of Admissions.
 - ★ AdvoCats are EXCELLENT representatives for MSU.
- Students must be supportive of the mission statement at Montana State University.
- Students must be enthusiastic and have a sincere desire to assist in the recruiting process of prospective students and their parents.
- Students must participate in MSU Fridays.

ADVOCATS IS AN OUTSTANDING ORGANIZATION THAT IS WELL-RESPECTED ON THIS CAMPUS. BEING AN ADVOCAT TAKES RESPONSIBILITY, DEDICATION, AND HARD WORK. IN ADDITION, IT IS FUN! THANK YOU FOR YOUR INTEREST IN SERVING MONTANA STATE UNIVERSITY. WE LOOK FORWARD TO SEEING YOUR APPLICATION!

Applicants must schedule an interview time when applications are turned in at the Office of Admissions.

Please Contact AdvoCat Program Coordinator, Hilja Mueller at 994-4971 or hilja.mueller@montana.edu with any questions.

MSU AdvoCat Application

Personal Information

Name: _____ GID _____
Last First M

Current Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____

Hometown: _____ State: _____ Email: _____

Academic Information

Major: _____ Minor: _____

Year in School as of Fall 2012 (circle one): SO JR SR GPA (cumulative): _____

Expected Graduation date: _____ Have you ever changed your major? (circle one) Y N

If so, from what to what? _____ to _____

Campus Involvement & References

Please list all other activities and/or clubs in which you are involved at MSU: (attach separate page if necessary)

How did you hear about this organization? (circle as many as apply)

- | | |
|-------------------------------|------------------------------|
| ** Table Tents in Dining Hall | ** AskUs Desk Announcement |
| ** Resident Advisor | ** Facebook Ad |
| ** Fraternity or Sorority | ** Email ** Other _____ |

Were you referred to the program by a current or former AdvoCat? Yes No

AdvoCat: _____

Please note **two** on-campus faculty or staff references who can attest to your abilities in either a group experience (such as an organization or class) or in a working situation.

Name

Name

Phone

Phone

Position

Position

Applications continues on reverse side

Applicant Questions

I will be on campus as a registered student: (circle as many as apply)

Fall Semester 2012

Spring Semester 2013

Short Essay

In the space below, please describe why you are interested in joining the AdvoCat program. Please limit your comments to 150 words. (attach a separate page if necessary)

Signature & Date

I attest that the information I have provided in this application packet is true and accurate to the best of my knowledge. I give permission to have my MSU academic and disciplinary records checked as a condition of this position.

Signature

Date

Return the application to the OFFICE OF ADMISSIONS (201 SUB) by 5:00pm on Friday, April 13th. At that time you will sign up for a group interview.