



The Office of Admissions is accepting applications for the Admissions Ambassador program for the 2023-2024 academic year. UCI Law Admissions Ambassadors are current law students who volunteer their time to assist the Office of Admissions with their recruitment efforts and helping shape the incoming class of students.

ROLE OF AN AMBASSADOR

- Serve as a resource to prospective students and applicants by sharing personal experiences and answering questions.
- Showcase UCI Law's community, academic program, clinical work, pro bono experience, and other law school opportunities to admitted students.

AMBASSADOR DUTIES AND REQUIREMENTS

- **Information Sessions:** Participate in Virtual or In-Person Information Sessions for prospective students. This includes serving as a panelist and/or leading a group tour of the law school. There are approximately 6-8 information sessions each year between the months of September and January.
- **Communication:** Correspond with prospective and admitted students via email or Zoom.
- **Recruitment:** Ambassadors may be called upon to participate in on-campus or local recruitment events. These events may include outreach with Pre-Law societies, participation in a law fair, or attending a special event on-campus.
- **Social Media:** Partner with UCI Law Communications to promote UCI Law and the Admissions Ambassador program on various social media platforms.
- **Yield Events:** Participation in Admitted Students Weekend (ASW). This is a 2-day event (Friday and Saturday) that occurs in late March or early April. Ambassador participation may include hosting and attending special events, interacting with admitted students throughout the weekend, attending lunches and/or dinners, conducting law school tours, and additional duties as assigned. Ambassadors may also be asked to take part in other yield events such as admitted student and alumni receptions.

TIME COMMITMENT AND EXPECTATIONS

The Office of Admissions recognizes that students participating in this program are volunteering their time and have additional academic and professional obligations. **There are no minimum hour requirements to be an Ambassador but all ambassadors are expected to participate.**

- **Training:** Students selected to serve as an Admissions Ambassador must attend a formal training at the start of the fall 2023 semester, and at least one meeting in the middle of each semester. The training is required.
- **Communication:** Ambassadors will be asked to correspond with prospective students and applicants during the entire academic year, including the summer (winter recess and summer is optional).
- **Fall Information Sessions:** Ambassadors must participate in at least one information session in the fall, in the capacity of either a panelist, tour guide, or both. An information session and tour is approximately 2 hours.
- **Spring Admitted Student Tours:** Ambassadors must lead at least one admit student tour in the spring. Tours occur on a weekday during the lunch hour. They last approximately 45 minutes.
- **Admitted Students Weekend (ASW):** Ambassador must attend ASW and the training dinner, held the evening prior to the start of ASW. Ambassadors may also be asked to take part in other yield events such as admitted student and alumni receptions.

AMBASSADOR POSITION QUALIFICATIONS

- Admissions Ambassadors must have successfully completed at least one semester of law school to be eligible to participate (first-year law students will be eligible to apply at the end of their first semester)
- Ambassadors serve as representatives of UCI Law and as such, must exemplify maturity, accountability, integrity, and professionalism while participating in the program.
- Ambassadors must be eager to engage, willing to help, and show their enthusiasm for UCI. However, ambassadors are not expected to be naturally outgoing or an extrovert. The only expectation is that you are your authentic self.
- Ambassadors must have a GPA of 2.5 or above.

BENEFITS FOR AMBASSADORS

- Participation in the program allows ambassadors to give back to our community and help guide future law students.
- Ambassadors regularly networks with senior Law School administrators, faculty, and alumni.

- Ambassadors will be able to list this position as a leadership activity on their resume.

APPLICATION INFORMATION

- Interested students are encouraged to attend the virtual Information Session on May 25, 2023 at 7:00 PM PT.
- Students interested in applying to be an ambassador must complete an application. This will be emailed to all students following the May 25th Information Session.
- Applications are due by **Monday, June 5 at 5:00 PM PT.**
- Applicants may be asked to sign up for a brief in-person or virtual interview. This will depend on the number of applications received.
- Admissions Ambassadors for 2023-2024 academic year will be announced July 2023.
- If you have any questions, please contact Liam Gillen at lgillen@law.uci.edu or 949-824-3330.