2018 Transfer Transition Intern

The Center for the First-Year Experience supports the career development of student employees. This job description is written to indicate skills that can be gained in this position based on the top 19 skills sought by employers (as indicated in the NACE Job Outlook 2016 survey).

Position Description:
This position will work within the Transfer Transition Program to positively influence UW-Madison’s incoming transfer students via the planning and implementation of social and academic programming. One Transfer Transition Intern will be selected, and will work collaboratively with Transfer Transition Program staff to complete the responsibilities below:

**Supervision and Community Building**
*Skills developed: leadership, ability to work in a team, creativity, communication skills (verbal and written), interpersonal skills, initiative*

- Assist in the recruitment and selection of Transfer Ambassadors (TAs), undergraduate transfer students who will help facilitate the Transfer SOAR program during the summer and Transfer Transition Program activities throughout the year.
- Support the Transfer Transition Coordinator – Programming in supervising TAs and providing feedback to TAs on their facilitation of transfer student events/programming.
- Engage TAs in discussions about difficult topics such as identity formation, transitions, and self-awareness.
- Integrate creative energizers, traditions, and activities to build community amongst the staff.

**Training and Presentation**
*Skills developed: communication skills (verbal and written), problem-solving, leadership, ability to work in a team, flexibility/adaptability, organizational ability*

- Lead/facilitate parts of the 2018-2019 Transfer Ambassador Training.
- Present and facilitate portions of Transfer SOAR including portions of the Parent/Guest Program.
- Collaboratively (with TAs) monitor the Transfer Transition Program's social media accounts.
- Communicate with campus partners to promote TA events.
- Assist in creating promotional materials for the Transfer Transition Program and events.

**Transfer Transition Program Support & Logistics**
*Skills developed: ability to work in a team, communication skills (verbal and written), problem-solving skills, strong work ethic, strategic planning skills, and computer skills*

- Provide accurate information and resources to new transfer students and guests at SOAR and TA events.
- Assist in creating and planning large-scale events (e.g., Transfer Welcome Dinner, ConnectFAST, and Transfer Involvement 101) as well as a semesterly schedule of regular programming for new transfer students.
- Coordinate BadgerCETE program logistics and content; lead Transfer Ambassadors in facilitation of sessions.
- Support the organization of other Wisconsin Welcome events as needed.
- Meet weekly with the Transfer Transition Coordinator to discuss the progress of programming and events.
- Assist in planning for growth and development of the Transfer Transition Program.

**Qualifications and Requirements:**

- Full-time undergraduate-student status through Spring of 2019
- Must have transferred to UW Madison in Spring 2017 or earlier.
- Strong work ethic and leadership initiative
- Must have flexibility/adaptability
- Must demonstrate exceptional oral and written communication skills
- Must have strong organizational skills and attention to detail
- Must be able to work independently and in a team-oriented setting
- Must be able to interact professionally with campus staff
- Desire to participate in public speaking
• Minimum 3.2 GPA at the start of the fall term. If your GPA is below 3.2, please include a statement of explanation in your application.
• Experience working with transfer students in either a classroom or co-curricular setting preferred.
• Be available to work on all of the dates listed in the “Important Dates and Time Commitment Requirements” section of the application.
• Summer classes, second jobs, or other major commitments cannot conflict with summer staffing dates and must be disclosed and approved by the supervisor prior to accepting the employment offer.
• Basic graphic design skills are a plus!
• A familiarity with CFYE and/or SOAR is a plus!

Compensation: CFYE Interns are paid at a rate of $12.50 per hour. The Transfer intern will also receive Transfer Transition Program and Wisconsin Welcome apparel. Lunch will be included in every day-long training and Transfer SOAR session.

Supervisor:
This position is supervised by CFYE’s Transfer Transition Coordinator. Questions about the position should be directed to Shelby Knuth: shelby.knuth@wisc.edu or 608-890-4525.

Position Hours:
Spring 2018 Semester: ~10 hrs per week
Summer 2018: 15-20 hrs per week
Fall 2018 - Spring 2019 Semester: 10-15 hrs per week

Important Dates and Time Commitment Requirements:
January 15-16, 2018 (Intern Training)
January 17-19, 2018 (January SOAR)
January 22, 2018 (Transfer Involvement 101)
January 23, 2018 (spring Transfer Welcome Dinner)
January 29-31, 2018 (TA group interviews – evenings)
March 17, 2018 (spring training)
April 7, 2018 (TA Training)
April 28, 2018 (TA Training)
May 24-25, 2018 (Bethel Retreat)
May 29-31, 2018 (TA Training)
June 8, July 16-20; August 10 (summer SOAR, dates subject to change)
Week of August 13, 2018 (pre-fall training)
August 31, 2018 (Night at Overture)
September 4, 2018 (New Student Convocation)
September 11, 2018 (fall Transfer Welcome Dinner)
January 2019 SOAR dates and Transfer Welcome Dinner (TBD)

To apply:
Please apply at https://register.soar.wisc.edu/register/student/job/.
The application will require you to submit a resume, cover letter, and contact information for two references.

Applications are due by noon on October 27, 2017. The cover letter should address why you are interested in this position and what skills you would bring to the Center for the First-Year Experience.

*If you need help with your résumé or with drafting a cover letter, we strongly recommend contacting the Writing Center or your school/college career office. These offices are an excellent resources to help you get started or to refine your existing materials.
Writing Center: http://www.writing.wisc.edu/
Career Office: http://www.ccas.wisc.edu/careerexplorationcenter/other-campus-resources.htm