2018 Transfer Ambassador Position: Center for the First Year Experience

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:
The Center for the First-Year Experience (CFYE) invites former transfer students to serve as Transfer Ambassadors (TAs). Transfer Ambassadors must be available to work up to ten hours per week during the academic year, and days/times are variable and flexible. Transfer Ambassadors also help staff the Transfer SOAR sessions during summer and winter breaks.

Transfer Ambassadors will reward students with experiences and skills that enhance career and personal development. They will work with the Transfer Transition Coordinator and Transfer Transition Intern to facilitate programming to assist the transfer student transition to the University of Wisconsin-Madison.

Transfer Ambassadors will be selected based on ability to work well independently and with others, communicate effectively, and serve as a positive role model on behalf of UW-Madison. They must display creativity, public relations skills, a high level of professionalism, inclusivity, and maturity of judgment. Additionally, they must demonstrate patience, flexibility, strong organizational skills, positive attitude, strong work ethic, eagerness to learn, and a commitment to the Transfer Transition Program.

Essential Qualifications

- Must be an enrolled undergraduate student who transferred to UW-Madison in fall 2017 or earlier.
- Must demonstrate exceptional oral and written communication skills.
- Must have strong organizational skills and attention to detail.
- Must be able to work independently and within a group.
- Must demonstrate the ability to serve as a role model by modeling professionalism, integrity, and inclusivity.
- Must be in good academic standing at time of application. Both transfer GPA and UW-Madison GPA may be considered.
- Previous leadership experience preferred.

Additional Consideration

- Summer availability. The Transfer Ambassador position does require some summer hours. It may be compatible with summer courses or other employment, but you must discuss this in the individual interviews.
- The Transfer Ambassador position is not compatible with the New Student Leader or Orientation Assistant positions. You may apply to all three, but will only be able to accept one of these positions.
Responsibilities

The Transfer Ambassador position is an exciting opportunity to assist transfer students in their transition to UW-Madison by connecting them to the Wisconsin Experience through various activities and new initiatives.

- Assist new transfer students in their first semester at UW-Madison by facilitating involvement opportunities, promoting a sense of belonging to the Badger community and the greater Madison area, and providing resources for personal and academic success.
- Attend training sessions in spring 2018: March 17, April 7, April 28, and additional dates in late May.
- Attend a team-building retreat with other CFYE student staff on May 24th-25th, 2018.
- Assist with Transfer/International SOAR sessions on June 8, July 16-20, August 10, and August 22, 2018. Exact SOAR dates are still being finalized and are subject to change.
- Assist with Wisconsin Welcome events, as needed; including transfer events on August 30 and 31st, Convocation on September 4th, and the Transfer Welcome Dinner on September 11th.
- Assist weekly with email, print, and in-person outreach to transfer students.
- Mentor new transfer students in one-on-one meetings.
- Facilitate planned transfer events throughout the fall and spring semesters.
- Co-facilitate a section of BadgerCETE, our weekly high-impact leadership exploration program for first-year transfer students.
- Actively participate in weekly TA staff meetings.
- Discuss and engage in difficult topics such as transition and self-awareness.
- Support the Transfer Transition Program in whatever capacity necessary.

Compensation

- Transfer Ambassadors can work an average of 10 hours per week and will be paid $10.50 per hour.

Additional Benefits of Employment

- Some meals during Wisconsin Welcome sessions
- Significant networking and interaction with University staff, students, parents, and guests
- Considerable leadership and program planning experience
- Transfer Ambassador attire

Supervisor

This position is supervised by the CFYE’s Transfer Transition Coordinator. Questions about the position should be directed to:
Shelby Knuth
shelby.knuth@wisc.edu
608-890-4525
Selection Process
Please send a résumé and cover letter to Shelby Knuth through the appropriate link: https://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 Friday, January 5, 2018.

Applicants selected during the screening process will be invited to a group interview in late January and an individual interview in early February. All communication regarding the status of your application will be sent via e-mail.