2019-2020 Transfer Transition Student Coordinators

The Center for the First-Year Experience, where the Transfer Transition Program is housed, 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).

Interviews: mid-February.
Positions Available: 8
Appointment Length: August 2019 through May 2020.
Hours: 10-12 hours a week on average.
Pay: $10.50/hr
Supervisor: Shelby Knuth: shelby.knuth@wisc.edu or 608-890-4525. Please e-mail your questions.

Position Description & Responsibilities:
This position will work within the Transfer Transition Program to positively impact students in the UW-Madison community with an emphasis on incoming transfer students. This is accomplished through the planning and implementation of social and academic programming in collaboration within the Center for the First-Year Experience and all our campus partners. Transfer Student Coordinators work closely within their team and with guidance from TTP Professional Staff and Interns to focus on skill building as demonstrated below:

1. **Tasks: Peer Mentorship & Community Support & Facilitation**
   Skills developed: leadership, ability to work in a team, flexibility/adaptability, communication skills (verbal), problem-solving skills, and interpersonal skills.
   - Provide support and guidance for new students looking to connect with others on campus, including campus resources, involvement opportunities, and ways to feel belonging in the UW campus community.
   - Facilitate discussions about identity formation, transitions, and self-awareness, soft-skill building, resilience, safety, and academic success for incoming transfer students.

2. **Tasks: Strategic Communication & Community Outreach & Graphic Design**
   Skills developed: communication skills (written), creativity, problem-solving, strategic planning skills, leadership, ability to work in a team & independently, organizational ability, and computer skills
   - Coordinate TTP communications such as creating graphics, writing the weekly newsletter, posting to social media, and manage the TTP email accounts within and across small teams.
   - Analyze student needs based on current events, transition theory, and previous data in order to strategically communicate and market to new transfer students.

3. **Tasks: Program Management & Logistics & Event Planning**
   Skills developed: ability to work in a team, flexibility and adaptability, communication skills (verbal & written), strong work ethic, self-management, strategic planning skills, and initiative.
   - Plan & support events such as programs at the Transfer Engagement Center, for National Transfer Student Week, BadgerCETE, and Wisconsin Welcome.
   - Meet weekly for all staff meetings and within your coordinator (groups or pairs) to manage projects such as CETE activities, social media posts, creating graphics, or TEC look and feel projects.

Qualifications and Requirements:

- **Full-time undergraduate-student status through May of 2020.**
- **Must have transferred to UW Madison before the Spring 2019 semester.**
- Seeking someone who is adaptable, creative, organized and attentive to detail, able to work independently and in a team-oriented setting. Also, a candidate that has exceptional oral and written communication skills, a desire to participate (read: grow) in public speaking, and a growth mindset is favored.
- Minimum 2.75 GPA at of the start of the fall term. If your GPA is below 2.75, please include a statement of explanation in your application.
- Other possible scheduling conflicts and commitments such as study abroad, teaching practicum, and other jobs must be disclosed and approved by the supervisor prior to accepting the employment offer.