Thank you for your interest in the Transfer Ambassador position! The Transfer Ambassador Program is designed to provide incoming and continuing UNT transfer students the opportunity to connect with fellow transfer students, campus resources, and faculty and staff. Transfer Ambassadors provide support to transfer students during their transition to life at UNT. Transfer Ambassadors are student leaders who have been at UNT for at least one long semester and are paid employees of the Office of Orientation and Transition Programs.

Transfer Ambassadors serve as the face of the Transfer Center, positively representing the Orientation and Transition Programs office at transfer orientation sessions, resource fairs, Transfer Center programs, and other UNT events. Transfer Ambassadors help facilitate a successful transition process by answering questions and serving as a knowledgeable resource to prospective students and new transfer students. Transfer Ambassadors assist with the planning and implementation of programs for the transfer student population, as well as lead Transfer Community meetings and events.

Student leaders who are chosen to be Transfer Ambassadors will be rewarded with a valuable leadership experience and compensated at a rate of $7.50 an hour. Please read this entire application packet carefully and follow all directions.

How Do I Apply?

1. **Students must complete an online application through the Career Center.** Visit [http://studentaffairs.unt.edu/career-center/eagle-careers](http://studentaffairs.unt.edu/career-center/eagle-careers) and log into Handshake. Search for job posting 1384843 for the Transfer Ambassador position.

2. **Students need to complete the attached application packet.** Completed application packets must be submitted no later than 5:00 PM, March 21, 2018. All forms are to be returned to the office of Orientation and Transition Programs, University Union, Suite 377.

**Important Dates:**
Transfer Ambassadors are required to participate in the following activities
- Transfer Ambassador Training **August 13 - 17, 2018**
- First Flight Week **August 19 - 24, 2018**
- OTP Student Staff Retreat **September 7-8, 2018**

Time commitments are subject to change at the discretion of the office of Orientation and Transition Programs.

**Application Deadline**
Please Return Completed Applications to Union 377 by 5:00pm Wednesday March 21, 2018
Transfer Ambassador Positions are exceptionally rewarding and highly competitive. Please read the information below to determine if you meet, and will be able to complete, all the requirements of the position.

**Job Description:**
Transfer Ambassadors are transfer students who help prospective, new and continuing transfer students transition successfully to UNT. The help transfer students build connections with each other and the university. Transfer Ambassador duties include, but are not limited to:

- Serve as a student leader for the Transfer Center and representative for the office of Orientation and Transition Programs.
- Provide support and guidance to transfer students (prospective, new, and continuing) through peer mentoring, programming, and other initiatives, including Transfer Orientation and Transfer Communities.
- Positively promote the Transfer Center at orientation sessions, prospective student events, resource fairs, and all Transfer Center programs.
- Staff the Transfer Center to manage phone calls, e-mails, and walk-in visits for 10 office hours a week.
- Attend all weekly staff meetings, training sessions, and mandatory events outside of weekly office hours.
- Assist the Transfer Center Coordinator and Graduate Assistant with the planning of prospective, new, and continuing student events.
- Promote and lead Transfer Center programs, including but not limited to: First Flight Week, Transfer Appreciation Week, Spring Soar Week, Transfer Communities, Meet Ups, and Transfer Talkbacks.
- Provide feedback on programs and initiatives sponsored by the Transfer Center.
- Must maintain 2.5 GPA and good conduct standing for duration of employment.
- Other various duties as assigned.

**Essential Qualifications:**
- Transfer Ambassadors must maintain a 2.5 cumulative grade point average throughout employment
- Good academic and disciplinary standing with the University throughout employment
- Successful completion of a background check
- Undergraduate student
- Enrolled on the UNT Denton campus during Fall 2018 and Spring 2019

**Ideal Skills and Abilities:**
- Be an excellent team player and representative of UNT
- Be comfortable working in a fast-paced environment and high profile position
- Possess a commitment to diversity
- Maintain a high energy level, enthusiasm, and stamina when working long days
- Be an effective and clear communicator with new students and family members
- Be familiar with UNT resources, services, and departments
- Be comfortable facilitating small and large group discussions and activities
- Possess a high level of maturity and an ability to use independent judgment in decision making
- Desire to make a difference in the lives of transfer students and their families
- Be ready to take leadership and communication skills to the next level
- Enjoy hard, but rewarding work
- Be willing to learn and grow through the position
- Be an effective and positive role model for other students on campus

**Application Deadline**
Please Return Completed Applications to Union 377 by 5:00pm Wednesday March 21, 2018
2018-2019 Transfer Ambassador Application

PLEASE TYPE OR PRINT CLEARLY

Name: _______________________________________________ UNT ID#: ______________________ EUID#_______________

Local Address: _____________________________________________________________________________________________

City/State/Zip: _____________________________________________________________________________________________

Home Address: ____________________________________________________________________________________________

City/State/Zip: _____________________________________________________________________________________________

Local/Campus Phone: (            ) ____________________________ Home Phone: (            ) __________________________

Cell Phone: (          ) ___________________________ Email Address: ______________________________________________

Hometown: ________________________________________________________________________________________________

Educational & UNT Information

Classification: □ FR □ SO □ JR □ SR Number of Semesters at UNT: ___________

Major(s): _________________________________________ Minor(s):___________________________________________

Anticipated Graduation Month and Year: ___________________________________________ GPA: ______________

Please list your prior institution(s): _________________________________________________________________________

Have you worked on campus before? If so, where? ______________________________________________________

Are you able to work over the summer of 2018? □ Yes □ No Are you interested in work study? □ Yes □ No

Please rate yourself on the following qualities:                  (1 = needs improvement; 3 = average; 5 = superior)

Demonstrate small group leadership skills
Comfortable working with diverse student populations
Maintain a positive attitude
Comfortable leading group of peers
Respected by colleagues and peers
Work well with members of a team
Ability to manage conflict
Provide timely feedback regarding concerns/improvements
Approach challenges optimistically
Ability to manage stress
Timeliness (arriving for work, completing tasks)
Overall work ethic
Ability to problem solve
Communication skills
Ability to respect others’ ideas and opinions
Knowledge of UNT
Ability to be a positive role model
Overall rating as a potential team member
2018-2019 Transfer Ambassador Application

Please complete the following chart with information about yourself and how you work on a team. Please note that we are not looking for specific answers, but rather trying to get an idea of candidate personalities and fit for the position. Answers must be provided in the chart below.

<table>
<thead>
<tr>
<th>My strengths as a leader are...</th>
</tr>
</thead>
<tbody>
<tr>
<td>When I am in a small group, I am known to be...</td>
</tr>
<tr>
<td>When I am in a large group, I often...</td>
</tr>
<tr>
<td>My favorite moment at UNT was when...</td>
</tr>
<tr>
<td>When I graduate, I...</td>
</tr>
<tr>
<td>I am interested in the Transfer Ambassador position because...</td>
</tr>
<tr>
<td>If you called one of my references and told them I applied for this position, they would say...</td>
</tr>
<tr>
<td>What is one event you think the Transfer Center should sponsor that transfer students at UNT would enjoy?</td>
</tr>
<tr>
<td>What do you think are some of the struggles that transfer students face when coming to UNT? How can we help them overcome these difficulties?</td>
</tr>
<tr>
<td>What are you involved in on campus?</td>
</tr>
</tbody>
</table>
2018 – 2019 Transfer Ambassador Application

References:
You are required to submit the name and contact information for two people who are willing to serve as a reference for your application. One reference must be a former supervisor, through paid or non-paid experience. The other reference must come from a faculty or staff member of the University of North Texas (not RAs, TAs, or graduate assistants). If you are a first-year student, you may list personnel from your previous institution.

Reference 1 (Former Supervisor)
Name: ____________________________________________________  Title: _______________________________
Phone Number: _____________________________  Email: ____________________________________________

Reference 2 (UNT Faculty or Staff Member)
Name: ____________________________________________________  Title: _______________________________
Phone Number: _____________________________  Email: ____________________________________________

I waive my right to read completed references:  □ Yes  □ No

How did you hear about the Transfer Ambassador position? (Please check all that apply):
☐ Social Media  ☐ Orientation website  ☐ Transfer Tues Email  ☐ RA  ☐ Referred by: _____________________________
☐ Residence Hall advertisement  ☐ Former Transfer Ambassador  ☐ Yard Sign/Poster  ☐ Other:__________________

I have read and understand the attached responsibilities, and requirements. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing at the time of application, at the end of the spring 2018 and summer 2018 semesters, and before I begin my duties as a Transfer Ambassador.

_______________________________________________________
Signature of Applicant            Date

After completing this form, please return it personally to the office of Orientation and Transition Programs – Union 377. Submission of application prior to the March 21, 2018 deadline is strongly recommended. Questions should be directed to Aundrea Caraway, Assistant Director for Orientation and Transition Programs – aundrea.caraway@unt.edu