MAY 2017- MAY 2018 TRANSFER AMBASSADOR APPLICATION

POSITION INFORMATION

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.

RESPONSIBILITIES

- 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.
REQUIREMENTS

- **Must have transferred to UNT from another institution within the last 6 semesters**
- Must not graduate before May 2018 and be enrolled full-time.
- Have and maintain a minimum 2.5 or higher cumulative GPA.
- Be in good academic and judicial standing with the university.
- Must be available to work in the office for a minimum of 10 hours a week.
- Must be willing to work events/programs outside of the 10 weekly office hours (including evening and weekend events as needed).
- Must be available to work Transfer Orientation sessions (most occur during Winter and Summer breaks; see orientation.unt.edu for full list of dates).
- Possess good written and oral communication skills.
- Have a dynamic personality and be willing to work outside of normal comfort zone.
- Work well in teams and with diverse populations.
- Great sense of UNT pride!

INTERVIEW TIMELINE

All interview dates and training sessions (if offered the position) are mandatory:

- **Application Deadline**: Friday, April 7th by 5:00pm
- **Individual Interviews**: April 10th-12th (times will vary)
- **Final Notifications**: Wednesday, April 19th
- **Staff Welcome**: Monday, May 1st from 11:00am-12:00pm
- **Training**: Tuesday, May 23rd – Wednesday, May 24th
- **Team Development Day**: Monday, August 14th 8:00am-5:00pm
- **Transfer Orientation Sessions**: Must work at least 4 summer 2017 sessions (see orientation.unt.edu for dates)
- **First Flight Week**: Monday, August 21st – Friday, August 25th (times will vary each day)

When you submit your application, **please sign up for an individual interview time**. If you have a class conflict with the times available, please contact Kelsey Kunkle at kelsey.kunkle@unt.edu as soon as possible to arrange an alternative time.

Please bring a copy of your Summer and/or Fall Semester schedule to your interview for the Coordinator and Graduate Assistant to review.

We ask that you wear Business Casual for your interview. No jeans or athletic wear, please.
REFRENCE CONTACT INFORMATION

Please submit the name of one reference. He/She must be a Faculty or Staff member at UNT or your former institution. Reference used cannot be a family member, friend or undergraduate student.

Name of Reference: _________________________________
Phone: _________________________________
Position/Company: _________________________________
Email: _________________________________
How long have you known the reference: __________ In what capacity? _____________________

DEADLINE

Please submit completed application and accompanying documents by Friday, April 7th at 5PM to the Transfer Center/Orientation and Transition Programs office (Union Suite 377).
To be considered, you must ALSO apply online through the UNT Eagle Careers website (http://studentaffairs.unt.edu/career-center/eagle-careers/students-and-alumni). Please reference Job ID# 140436.

A complete application package includes a completed application form, an electronic application submitted to Eagle Careers, one reference with contact information, typed answers to questions on page 4, and a one-page resume.
If you have any questions or would like more information, please contact Kelsey Kunkle, Coordinator for the Transfer Center, at (940) 369-7287 or Kelsey.Kunkle@unt.edu

APPLICANT INFORMATION

Name: _________________________________
Student ID: _________________________________

UNT E-Mail: _________________________________
Phone: _________________________________

Current Address: _________________________________

Classification (Please circle one): FR SO JR SR
UNT GPA: _________________________________

Two or Four Year College?

Major: _________________________________
Anticipated Graduation Date: _________________________________

Have you worked on campus before? If so where?

Please indicate if you will be able to work over the summer of 2017 (orientation dates, training, and office hours):
Yes ______ or  No______
QUESTIONS

Please type your responses to the following questions on a separate piece of paper. Please limit total responses to two pages.

1) If money were not a factor, what is one event that you think the Transfer Center should sponsor that transfer students at UNT would enjoy?

2) Our mission is to be an evolving office for students and their families that facilitates the successful transition into the UNT community by: helping them connect to the University, create opportunities, and build relationships. As a Transfer Ambassador, how would you help bring this mission to life?

3) What do you think are some of the struggles or situations that transfer students face when coming to a new university? How can we help students overcome these difficulties?

4) Please list any current or upcoming co-curricular involvement from May 2017- May 2018 or outside employment.

SIGNATURE

By signing this application, I attest that the information listed and attached documents are true and correct. I permit Orientation and Transition Programs to access my academic and judicial records at the University of North Texas.

Signature of Applicant: