2019 Transfer Ambassador/Fall Welcome Ambassador Position Description

Making the decision to transfer to a new college/university can often be an overwhelming experience for many students. Through the Transfer Ambassador Program (TAP), incoming transfer students will be assigned a Transfer Ambassador, a current WMU student. The ambassador will assist incoming students as they make their transition to the University by helping to facilitate a supportive network through regular communication (phone, email or in-person). In addition, the ambassadors will help to raise awareness of service/resources available on campus and throughout the Kalamazoo community.

Each ambassador will be provided a list of new students to work with for the semester. Ambassadors will maintain regular contact with each of his/her students and will also be assigned an official email account provided by Transfer Student Services. Ambassadors will be responsible for creating social and academic programs for transfer students. All ambassadors will be paid an hourly rate of $9.25 per hour. Hours can vary depending on the workload but a minimum of 10 hours per week would be anticipated.

Transfer Ambassador Expectations:

- 2.7 Cumulative WMU GPA required at time of application and through employment
- Knowledge of University resources/services
- Demonstrated programming experience as it relates to social/academic programs
- Ability to communicate effectively both written and verbal
- Attend weekly staff meeting and training sessions
- Hold office hours for two hours per week
- Available up to 10 hours per week (minimum)
- Will serve as a Fall Welcome Ambassador
- Available for the duration of Fall Welcome training and week of activities – August 20 to 27
- Excellent customer service skills
- Ability to follow verbal and written instructions
- Work well with minimal supervision and direction and as part of a team
- Possibly attend/participate in functions to represent Transfer Student Services and First-Year Experience Programs
- Transfer experience preferred but not required

APPLICATION DEADLINE AND INTERVIEW PROCESS:

All applications are due by Wednesday, February 6, 2019
- Group interview (choose one): February 12, 15 and 21
  - Sign up at time of application
- Individual interview: February 12 to February 28
  - Sign up at time of group interview