Making the decision to transfer or attend a new college/university can often be an overwhelming experience for many students. Through the Transition Ambassador Program (TAP), incoming transfer and contemporary adult learner (22+ beginner) students will be assigned a Transition 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 their 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 these students. All ambassadors will be paid an hourly rate of $9.65 per hour. Hours can vary depending on the workload but a minimum of 8 - 10 hours per week would be anticipated. Transition Ambassadors will receive a $150 bookstore gift card for serving as a Fall Welcome Ambassador, August 25 - September 1.

TRANSITION AMBASSADOR EXPECTATIONS:

- 2.7 Cumulative WMU GPA required at time of application and through employment
- Undergraduate student enrolled at WMU for at least fall 2020 and spring 2021
- 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 or bi-weekly staff meeting and training sessions
- Hold office hours for two hours per week
- Available up to 10 hours per week (minimum)
- Serve as a Fall Welcome Ambassador
- Available for the duration of Fall Welcome training and week of activities – August 25 to September 1
- 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 the Office of Student Transitions
- Transfer experience preferred but not required

APPLICATION DEADLINE AND INTERVIEW PROCESS:

All applications are due by **Wednesday, February 10, 2020 at 10 a.m.**

* Candidates will complete one group process and one individual interview (choose dates on application)

* Group Process dates: February 11, 12, 13, 20, and 21

* Individual interview dates: Various slots from February 11-28
* Decision day is March 18. All candidates will be notified via email.

**QUESTIONS:**

Email Transfer Student Services at transfer-services@wmich.edu OR
Call the Office of Student Transitions at (269) 387-2167.