2020-2021 Transfer Transition Communications Intern

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).

Application: The application closes November 11th, 2019.
Interviews: begin November 18th - end November 22nd, 2019.
Positions Available: 1
Hours: Interns work 20-25 hours a week during summer and 15 hours a week during the academic year.
Pay: $14.00/hour
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 of our campus partners. Interns work closely with Transfer Transition Program professional staff with a focus on skill building as demonstrated below:

1. Supervision and Community Building
   Skills developed: leadership, ability to work in a team, creativity, communication skills (verbal and written), interpersonal skills, initiative
   - Assist in the recruitment, selection, and supervision of Transfer Student Coordinators (TSCs), undergraduate transfer students, who facilitate the BadgerCETE Program, staff the Transfer Engagement Center, and assist in the creation of marketing materials throughout the year.
   - Support TSCs in curating TTP content through various multi-media platforms such as MailChimp, Canva, Instagram, Facebook, Twitter, Hootsuite, InDesign, WordPress, Powtoon, etc.

2. Outreach & Collaboration
   Experience & skills Interns will grow: strategic planning skills, communication skills (verbal and written), problem-solving, leadership, ability to work in a team, flexibility/adaptability, organizational ability, creativity.
   - Develop and implement large scale advertising campaigns such as TTP Wisconsin Welcome programs, National Transfer Student Week, and BadgerCETE recruitment.
   - Build relationships with campus partners and students to create collaborative content and cross-department promotions via complementary social media, website, and e-mail content.

3. Program Management & Logistics
   Skills developed: ability to work in a team, communication skills (verbal and written), problem-solving skills, strong work ethic
   - Meet with TTP professional staff weekly and assist with other duties as assigned including: presenting at transfer SOAR sessions, meeting regularly with co-interns to discuss advertising campaigns for upcoming programs, engaging in additional ‘out-of-office’ professional develop opportunities, and support any and all programs affiliated with the Center for the First-Year Experience.

Qualifications and Requirements:

- Full-time undergraduate-student status through May of 2021.
- 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 3.0 GPA at of the start of the fall term. If your GPA is below 3.0, please include a statement of explanation as a second page in your cover letter.
- Summer classes, second jobs, or other major commitments cannot conflict with summer staffing dates and must be disclosed and approved by the supervisor prior to accepting the employment offer.