**2020-2021 Transfer Transition Programming 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:** 2
**Appointment Length:** Onboarding: December 2018; fulfill job duties January 2020 until May 2021.
**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 create marketing materials throughout the year.
   - Engage TSCs and incoming transfer students in discussions such as identity development, transitions, self-awareness, and community building strategies.

2. **Facilitation & Outreach**
   *Experience & skills Interns will grow: communication skills (verbal and written), problem-solving, leadership, ability to work in a team, flexibility/adaptability, organizational ability, creativity.*

   - Lead/facilitate parts of the 2020-2021 Transfer Student Coordinators’ Training.
   - Present and facilitate portions of Transfer SOAR including portions of the Parent/Guest Program.
   - Build relationships with campus partners and student to create collaborative programming.
   - Assist TTP staff in creating promotional materials and managing social media platforms.

3. **Program Management & Logistics**
   *Skills developed: ability to work in a team, communication skills (verbal and written), problem-solving skills, strong work ethic, strategic planning skills, and computer skills*

   - Plan and execute large scale TTP Wisconsin Welcome events and National Transfer Student Week.
   - Coordinate BadgerCETE program logistics and content; lead Transfer Student Coordinators in facilitation of sessions.
   - Meet weekly with professional staff to discuss the progress of programming and events.

**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.**