

TRANSFER AMBASSADOR JOB DESCRIPTION



TRANSFER AMBASSADOR MISSION

Transfer Ambassadors support transfer students in their transition to Texas Tech and aid them in making friends, getting involved, and building leadership skills. Transfer Ambassadors contact incoming students prior to their orientation session, connect with students at orientation, and continue to provide support during the academic year with on-campus activities and peer mentorship. The ideal Transfer Ambassador understands the unique needs of transfer students and is committed to helping new transfer students make a smooth transition from their transferring institution to life at Texas Tech.

CHARACTERISTICS OF TRANSFER AMBASSADORS

- Strong interpersonal skills and communication skills, both written and verbal
- Desire to develop leadership skills and to engage in thoughtful self-reflection
- Positive attitude and energy
- Sense of humor and an ability to be flexible
- Genuine concern for others and desire to help fellow students and team members
- Enthusiasm for Texas Tech and the opportunities available to students

QUALIFICATIONS

- Be enrolled as an undergraduate student during Spring 2024, Fall 2024, and Spring 2025
- Be in good academic and disciplinary standing with Texas Tech University
- Be a transfer student
- Maintain a minimum 2.5 Texas Tech GPA
- Ability to lift twenty-five (25) pounds for lifting boxes & materials

SALARY AND BENEFITS

- Make a difference in the lives of incoming transfer students and play an important role in helping them make a smooth transition to life at Texas Tech
- Develop leadership and interpersonal communication skills
- Build a strong network of campus contacts with Texas Tech administrators, faculty, staff, and other students
- Improve skills in the areas of public speaking and teamwork
- Ambassadors will receive compensation of \$10 per hour for all job-related duties.

POSITION OVERVIEW

The ideal Transfer Ambassador will serve from April 16, 2024 – April 15, 2025. *It is not required, but **highly preferred** that Transfer Ambassadors work during the summer months (May 22- August 2).*

Dates in **BOLD** below are **REQUIRED** for all Transfer Ambassadors. If you will be unavailable for any of the following dates, you must speak with Sarah Damron as soon as possible. Being in class is an acceptable excuse. We will not ask you to miss class for Transfer Ambassador responsibilities. All dates are subject to change.

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- Spring 2024:
Transfer Ambassadors will report for duty on April 12 and work as needed through May 1.
 - Complete all needed TTU employee compliance trainings
 - Attend the Transfer Ambassador Trainings – 3:00 PM – 5:30 PM
 - **Friday, April 12 – New TA's only**
 - **Friday, April 19 – All summer, new, and returning TA's**
 - **Friday, April 26 – All summer, new, and returning TA's**
 - Observe/Work transfer RRO - Morning
 - **Friday, April 26 - All summer, new, returning, and outgoing TA's**
 - Participate in Arbor Day with Transfer Connection - Midday
 - **Friday, April 26 - All summer, new, returning, and outgoing TA's**
- Summer 2024:
**Preferred but not required
Ambassadors will report for duty on Tuesday, May 22, and work an average of 12-16 hours/week through Friday, August 2.
 - Present on the Transfer Connection program and table at the Resource Fair during the one-day RRO sessions
 - **May 24, 28**
 - **June 27**
 - **August 1, 16, 19**
 - Table for Transfer Connection and Student Engagement at the Resource Fair during the two-day RRO sessions
 - **May 30**
 - **June 2, 4, 6, 9, 11, 13, 17, 20, 23, 25**
 - **July 9, 11, 14, 16, 18, 21, 23, 25, 28, 30**
 - Attend twice monthly Transfer Ambassador meetings
 - Contact incoming students via phone and email to offer support and answer questions
 - Assist with planning and implementing of Transfer Connection summer meetup events
 - Plan Transfer Connection fall meetup events
 - Assist in planning Transfer Welcome Week events
 - Work events and help with tasks for Student Development & Engagement
- Fall 2024:
Ambassadors will report for duty Friday, August 15 and work 10-12 hours per week until Wednesday, December 4.*
 - Attend Transfer Welcome Week Bootcamp
 - **Thursday, August 15**
 - Work transfer RRO
 - **August 16, 19***
 - Attend SD&E Fall Peer Mentor Training
 - **August 20, 2024 – TBD***

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- Work Transfer Welcome Week events
 - **August 21, 22, 23, 25, and 27**
- Attend twice monthly Transfer Ambassador meetings
- Mentor a group of transfer students with communication through phone, email, one-on-one, and group meetings
- Lead a small group through activities and discussions at the Transfer Leadership Connection Retreat
 - **Friday, October 4, 2024 – Sunday, October 6, 2024**
- Coordinate and attend Fall Transfer Connection events
- Continue serving as a resource for students and provide assistance as needed
- Work events and help with tasks for Student Development & Engagement
- Spring 2025:
Ambassadors will report for duty early January and work 10-12 hours per week until Individual Study Day in May.*
 - Attend twice monthly Transfer Ambassador meetings
 - Plan, coordinate & attend Transfer Welcome Week events
 - Continue serving as a resource for students and provide assistance as needed
 - Coordinate and attend Spring Transfer Connection events
 - Continue mentoring relationships
 - Attend Transfer Ambassador Appreciation Dinner
 - **Tuesday, May 7**
 - Work events and help with tasks for Student Development & Engagement

**Additional dates for Summer 2024, Fall 2024 and Spring 2025 including Transfer Ambassador meetings, meetups, and SD&E events will be made available with adequate notice.*