UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
NEW STUDENT PROGRAMS (NSP)

Job Title:
Illini Transfer Ambassador (ITA)

Type of Position:
Hourly Leadership Position:
- ITAs will receive an hourly rate of $9.00 an hour for programs, meetings, and office hours worked

Description:
An Illini Transfer Ambassador (ITA) is a University of Illinois at Champaign-Urbana undergraduate transfer student that plans and implements orientation programming for new transfer students. ITA’s assist, advise, and support NSP with various events such as Fall and Spring Transfer Orientations, G.R.I.T. Camp, social events, and service programs.

Requirements
Illini Transfer Ambassadors (ITAs) must meet the following criteria:
- Possess and maintain a cumulative GPA of 2.5 or higher with good academic and disciplinary standing with the University
- Hold Full-time undergraduate student status (12 credit hours) at University of Illinois at Urbana-Champaign campus
- Must be available for weekly ITA meetings on Thursdays, 6pm-8pm, starting March 28th, 2019

Duties:
- Facilitate large and small group events and discussions
- Present information accurately and professionally
- Assist in planning, implementation, and facilitation of all NSP transfer programs
- Assist in the following Programs by working with new incoming transfer students: Fall and Spring Transfer Orientations, G.R.I.T. Camp, social events and service programs
- Serve as a resource for incoming transfer students
- Provide a positive, welcoming attitude to new transfer students
- Perform other duties as assigned

Performance Expectations
- Attend all ITA meetings, trainings, and office hours (minimum 5 and maximum 7 hours a week)
- Maintain open availability for planned weekend and night programs
- Report to shifts promptly for all programming, training, and events
- Practice cooperation and cohesiveness during group activities
- Report behavior that is harmful or unprofessional to supervisors without fear of retaliation
- Perform all duties in compliance with employee guidelines and regulations
- Welcome and aid new transfer students to their transition to the University of Illinois
- Assist in preparation of orientation activities and materials

Qualifications:
- Positive attitude, energetic, welcoming personality
- Enthusiastic about the University of Illinois
- Ability to handle numerous tasks that may come up quickly
- Organizational and communication skills
- Strong sense of professionalism
- Desire to enhance interpersonal, communication, public speaking, and leadership skills
- Interest in working with a diverse group of students and staff
- Passion for new transfer students’ needs
- Familiarity with campus resources both academic and extracurricular campus resources
Benefits:
ITAs receive the following benefits for their participation with the New Student Programs:

- Personal and professional relationships with faculty, staff, and making lasting friendship with other students
- Opportunities to develop highly-demanded communication, public speaking, problem solving and leadership skills while enhancing your employment marketability and career opportunities
- Excellent leadership experience
- Compensation for time worked at the rate of $9.00 an hour for NSP programming, weekly ITA meeting, and office hours
- Food at various events

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<tr>
<th>ITA Selection Timeline</th>
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<tr>
<td>Monday, January 21st</td>
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<tr>
<td>Thursday, January 24th (7 pm-8pm) Gregory Hall, Room 223</td>
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<tr>
<td>Wednesday, January 30th (7 pm-8pm) Wohlers Hall, Room 130</td>
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<tr>
<td>Tuesday, February 5th (7pm-8pm) Scott Hall, Transfer Community</td>
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<td>Monday, February 11th</td>
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<td>Wednesday, February 13th</td>
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<td>Tuesday, February 19th 6pm</td>
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<td>Monday, February 25th (Candidates will let the NSP Office know if they accept by March 8th)</td>
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<td>Thursday, March 28th</td>
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<td>Thursday, April 4th</td>
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<td>Saturday, April 13th</td>
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<td>January 24th</td>
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<td>February 7th</td>
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**ITA Application Checklist:**
To apply to become an ITA, please complete the checklist below:

**Step 1** Attend an ITA informational session, if you would like to learn more about the ITA position from the ITA team themselves *(highly encouraged to attend).*

- Thursday, January 24th @ 7pm, Gregory Hall Room 223
- Wednesday, January 30th @ 7pm, Wohlers Hall 130
- Wednesday, February 5th @ 7pm, Scott Hall Main Lobby

**Step 2:** Fill out and turn in all items online to the ITA application by **Monday February 11th by 5pm** (no exceptions):
1. ITA application, 2. Current Resume, 3. ITA Short Answer Responses,
4. Headshot/Photo of yourself, and 5. Short Video

**Step:** Check your University of Illinois email address on **Wednesday, February 13th** for your interview date which will either be on **Tuesday February 19th**

If for any reason you decide not to complete the application process or have a conflicting engagement, **please email the ITA Supervisor and Assistant Director for New Student Programs, Jim Fry, immediately to** cancel or reschedule.

**Step 4:** Attend your ITA Group Interview date. Please arrive 15 minutes early to check-in and be ready. We ask that you wear business professional attire with appropriate length shirts, pants, dresses, and skirts. During your ITA Group Interview, you will be in a group setting with other candidates to do various activities. This will allow our team to select the ITA team.

**Step 5:** Wait for the for the ITA staff decision - You will be contacted on **Monday, February 25th, 2019** through your university emails you provided.

**Step 6:** Please have your calendar available to attend the **ITA Welcome to the Team event on Thursday, March 28th, 6-8pm**. Also, be sure to have your calendar available to attend all of the required ITA meetings, every Thursday from 6-8pm and be available throughout the week, 3-5hrs, for working office hours.

**If you have any questions or concerns, please feel free to contact:**
Jim Fry
Assistant Director for New Student Programs
fry10@illinois.edu