Illini Transfer Ambassador (ITA)
Informational Packet
2021
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 $11.00 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., 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 Tuesdays, 7pm-9pm, starting March 23rd, 2021 via Zoom.

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
• Desire to enhance interpersonal, communication, public speaking, and leadership skills
• Strong sense of professionalism
• 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

<table>
<thead>
<tr>
<th>ITA Selection Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, January 25th, 2021</strong></td>
</tr>
<tr>
<td><strong>Thursday, January 28th (7 pm-8pm)</strong></td>
</tr>
<tr>
<td><strong>Wednesday, February 3rd (7 pm-8pm)</strong></td>
</tr>
<tr>
<td><strong>Tuesday, February 9th (7 pm-8pm)</strong></td>
</tr>
<tr>
<td><strong>Monday, February 22nd</strong></td>
</tr>
<tr>
<td><strong>Friday, February 26th</strong></td>
</tr>
<tr>
<td><strong>Wednesday March 3rd, 6pm-8pm</strong></td>
</tr>
<tr>
<td><strong>Thursday, March 4th, 6pm-8pm</strong></td>
</tr>
<tr>
<td><strong>Friday, March 12th</strong></td>
</tr>
<tr>
<td><strong>Tuesday, March 23rd, 7-9pm</strong></td>
</tr>
<tr>
<td><strong>Tuesday, April 20th, 7-9pm</strong></td>
</tr>
</tbody>
</table>
PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE

ITA Application Checklist:
To apply to become an ITA, please complete the checklist below:

☐ **Step 1**: Attend an ITA informational session via Zoom, if you would like to learn more about the ITA position from the ITA team themselves (*highly encouraged to attend*). *Zoom links will be available on Social Media*.
  - Thursday, January 28th @ 7pm
  - Wednesday, February 3rd @ 7pm
  - Wednesday, February 9th @ 7pm
  Instagram: @UIUC_ITA

☐ **Step 2**: Fill out and turn in all items online to the ITA application by Monday February 22nd by 5pm (no exceptions):
  1. ITA application, 2. Current Resume, 3. ITA Short Answer Responses, 4. Headshot/Photo of yourself, and 5. Short Video submitted via FlipGrid

☐ **Step 3**: Check your University of Illinois email address on Wednesday, February 26th for your interview date and associated Zoom links which will be on Wednesday, March 3rd and Thursday, March 4th from 6pm-8pm.

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

☐ **Step 4**: Attend your ITA Group Interview and Individual Interview date via Zoom. Please arrive 15 minutes early to check-in and be ready. We ask that you wear business professional attire. During your ITA Group Interview, you will be in a group setting with other candidates to do various activities. During your Individual Interview, you will be asked about how your personal experiences and how they align with the ITA position. 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 Friday, March 12th, 2021 through your university emails you provided.

☐ **Step 6**: Please have your calendar available to attend the ITA Welcome to the Team event on Tuesday, March 23rd, from 7pm-9pm. Also, be sure to have your calendar available to attend all of the required ITA meetings, every Tuesday from 7-9pm 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
fry10@illinois.edu
Or New Student Programs (NSP)
Newstudent@illinois.edu