

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

NEW STUDENT & Family Experiences (NSFE)

Job Title: Illini Transfer Ambassador (ITA)

Type of Position: Hourly Leadership Position

- ITAs will receive an hourly rate of \$15.00/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, academic, and social programming for new transfer students. ITAs assist, advise, and support New Student & Family Experiences (NSFE) with various events such as Fall and Spring Transfer Orientations, LIT, social events and service programs. Our mission is to provide a space for incoming transfer students to have a community where they can thrive. As leaders and mentors, we hope to help transfer students utilize campus resources to benefit them during their transition to campus.

REQUIREMENTS FOR ILLINI TRANSFER AMBASSADORS (ITAs)

Criteria:

- Be a UIUC full-time (12 credit hours), undergraduate transfer student.
- Possess and maintain a cumulative GPA of 2.5 or higher with good academic and disciplinary standing.
- Must be available for weekly ITA meetings (Currently on Tuesdays from 5:30-7:30pm). *Subject to change
 - First meeting information will be sent to the new team after hiring.

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.
- Serve as a resource for incoming transfer students.
- Provide a positive, welcoming attitude to new transfer students.
- Assist in the following Programs by working with new incoming transfer students: Fall and Spring Transfer Orientations, LIT, social events, and service programs
- 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
- Have fun!
- 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 material.

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
- 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:

- Personal and professional relationships with faculty, staff, and making lasting friendships with other students.
- Compensation for time worked at the rate of \$15.00/hour for NSFEE programming, weekly ITA meeting, and office hours
- Excellent leadership experience
- Food at various events
- Opportunities to develop highly demanded communication, public speaking, problem solving and leadership skills while enhancing your employment marketability and career opportunities

ITA Spring 2024 Timeline

Tuesday, January 16th, 2024	ITA Application OPEN
<p>Tuesday, January 30th, 2024 (6pm – 7pm) <i>*In person – Lincoln Hall 1002</i></p> <p>Thursday, February 8th, 2024 (6pm – 7pm) <i>*In person – Lincoln Hall 1002</i></p> <p>Tuesday, February 13th, 2024 (6pm – 7pm) <i>*On Zoom</i></p>	ITA Information Sessions
Sunday, February 18th, 2024	Application CLOSES @ 11:59pm <i>*No Exceptions</i>
Thursday, February 22nd, 2024	Candidates will receive confirmation of interview dates
Wednesday, March 6th, 2024	Group Interviews
Thursday, March 7th, 2024	Individual Interviews
Friday, March 15th, 2024	Notification Day
<p>Tuesday, March 19th, 2024 <i>*Tentative</i></p>	First ITA Meeting (Old and New)
<p>Tuesday, March 26th, 2024 <i>*Tentative</i></p>	Second ITA Meeting (Old and New)

✓ **Step One**

Attend **ONE** ITA informational session either in-person or via Zoom to learn more about the ITA position.

- Tuesday, **January 30th, 2024** (6pm – 7pm) **In person – Location TBD*
- Thursday, **February 8th, 2024** (6pm – 7pm) **In person – Location TBD*
- Tuesday, **February 13th, 2024** (6pm – 7pm) **On Zoom*

✓ **Step Two:**

Fill out and turn in all items in relation to the ITA application by **Sunday, February 18th, 2024, at 11:59pm.**

- ITA Application (<https://newstudent.illinois.edu/about/opportunities/ITA/>)
- Current Resume
- Headshot/Picture
- Short Video via FlipGrid (**Instructions** can be found on the application located on our website)

✓ **Step Three:**

Check your UIUC email on **February 22, 2024**, for your group and individual interview date, along with other information regarding the interview process.

- 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 Four:**

Attend your ITA group and individual Interview.

- Please arrive **15 minutes early** to check-in and be ready for both interviews.
 - We ask that you wear business professional attire.
- During your **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.

✓ **Step Five:**

Wait for the ITA staff decision. You will be contacted on **Friday, March 15th, 2024**, through the university emails you provided in the application.

✓ **Step Six:**

Please have your calendar available to attend the ITA Welcome to the Team event and all the required ITA meetings which will be relayed after acceptance.

If you have any questions or concerns, please contact:

Jim Fry, Assistant Director: fry10@illinois.edu or

New Student & Family Experiences (NSFE):
newstudent@illinois.edu