



Transfer Specialist Job Description

Fall 2011 - Fall 2012

JOB DESCRIPTION

New Student Programs is seeking a well-rounded student leader to be a Program Specialist. Program Specialists participate in the development and implementation of the EIU Debut, Prowl, Freshmen Initiatives, Transfer Initiatives and Emerging Leaders programs. Individuals will play a key role in the recruitment, orientation, transition and retention process of nearly 3,000 new students and their families.

Specifically, individuals will assist in facilitating:

- Selection and training of the NSP program staff.
- Assist in the staffing of the New Student Programs office.
- Facilitate the invitation, registration, and check-in processes for department programs.
- Various other activities associated with New Student Programs including but not limited to open house, campus tours, and campus events.

Specialists will also facilitate specific program components as assigned:

Transfer Program Components

- Success workshops
- Mentor programs
- Weekly newsletters
- Social events
- Retention activities

DESIRED WORK SKILLS & TRAITS

Specialists are highly skilled campus leaders and the qualifications reflect our commitment to providing students with a robust work experience. **While the specialists are leaders they are also employees of the University.** The job requires individuals to possess a wide range of job skills. These skills include:

- Demonstrate a strong work ethic that is grounded in the ability to be reliable, work effectively and positively in a team environment.
- Demonstrate the ability to be flexible, show initiative, be highly detail oriented, critically think, problem solve, and complete tasks with little supervision.
- Demonstrate the ability to take constructive feedback and grow as an employee. Have a positive attitude and an optimistic outlook.
- Demonstrate strong communication skills which include: ability to speak to large groups, ability to direct staff and guests, and the ability to mediate when necessary.

QUALIFICATIONS

- Candidates must **currently be an EIU undergraduate and continue to be an undergraduate through the Fall 2012 semester.**
- Candidates must demonstrate academic proficiency with a **minimum cumulative 2.75 g.p.a.**
- Candidates must be in good standing with the Office of Student Standards.
- Demonstrate a wide range of campus experiences and involvement (examples include but are not limited to: Senior Prowl Leader, Prowl Leader, Debut Leader, Tour Guide, PAC member, Conference Assistant, Resident Assistant, Peer Advisor, Peer Leader, Peer Helper, RHA or Hall Council Executive Council, PHC or IFC member, Gamma Chi, Student Government Officer, RSO Executive Officer).
- Possess a positive attitude about and a desire to represent Eastern Illinois University.
- Desire to positively impact Eastern Illinois University and be a positive role model and influence on the student body.

Note: Due to overlap of Transfer Initiatives and Residence Life responsibilities, individuals seeking to be Resident Assistants for Fall 2012 are unable to apply for the Transfer Specialist position.

REQUIREMENTS

1. Work in the New Student Programs office each week (minimum of 8 hours) during the spring and fall semesters.
2. Attend all training sessions and staff meetings.
3. Participate in Staff Selection
 - a. Debut Leader and Senior Prowl Leader – November
 - b. Prowl Leader – February
4. Help facilitate all Debut, Prowl, Freshman, Transfer and Emerging Leaders programs as assigned.
5. **August Requirements:** Individuals are required to return to campus August 1, 2012 and to work extensive hours prior to the start of the semester and will not be able to **hold another job** without permission from the director.

COMPENSATION

Staff members will receive several types of compensation:

All Specialists: Hourly wage of \$8.25 for work during the spring and fall semesters.

Transfer Specialist:

- August stipend of \$620.00 (August 1-August 19)

To apply go to eiu.edu/nsp/programspecialist.php

Applications due: October 10, 2011