



# Transfer Student Center

**Job Title:** Transfer Student Assistant

**Salary:** \$11.00 hourly- Federal Work Study *preferred*

**Hours per Week:** Flexible, 10-20 hours (may not exceed 20 hours/week)

**Description:**

This position is in the Transfer Student Center (TSC), which is part of the Office of Admissions. The TSC offers engagement activities to newly admitted and current transfer students. Additionally, we provide information and assistance to prospective transfer students applying to The University of Arizona. An important part of the success of the Center is the involvement of the Transfer Student Assistants (TSAs). TSAs serve as points of contact and resources in the TSC, responding to prospective and current transfer student questions and concerns, engaging with transfer students at events, and coordinating activities designed to build community and facilitate students' transition to the UA campus.

**Responsibilities:**

- Greet and welcome prospective and current transfer students to the Center
- Answer inquiries via phone and email
- Provide administrative and front desk support
- Assist with Center programs and workshops
- Plan events and activities in the TSC
- Design promotional materials and market events
- Post updates about TSC events and UA campus/Tucson activities on social media pages
- Help coordinate Faculty Fellow events and activities
- Maintain and update TSC resource bulletin board
- Become knowledgeable about campus resources available to transfer students
- Seek information and resources of value and interest to transfer student population for distribution
- Promote TSC programs and activities across campus
- Maintain a professional and welcoming environment
- Other duties as assigned by the Director, Program Coordinator, and/or Graduate Assistant

**Qualifications:**

- Continuing, current, full-time UA transfer students with an interest in serving transfer students
- Minimum cumulative GPA of 2.75
- Must be available for weekly staff meetings Fridays at 8am
- Independent initiative, excellent interpersonal and communication skills, and high reliability
- Commitment to creating a welcoming and positive academic/social environment for the diverse transfer student population
- Federal work-study required
- Must be able to meet requirements to become HOV certified – (*You must be at least 19 years old with a minimum of three years licensed driving experience.* )

**Preferred Qualifications:**

- Knowledge of Microsoft Office
- Experience planning events
- Experience designing promotional and marketing materials

**How to Apply:**

Application: <https://goo.gl/forms/DIUh47WcAMDDbKPK2>

Application materials can be dropped off in person at the Transfer Student Center, located in the Student Union Memorial Center, Suite 402 (open Monday-Friday from 9am – 5pm)

Applications will be accepted until 5 p.m., Friday, December 7<sup>th</sup>

Questions can be directed to Daniel Viramontes at [viramontes09@email.arizona.edu](mailto:viramontes09@email.arizona.edu)