



new
student
programs

ILLINI TRANSFER AMBASSADOR (ITA) INFORMATIONAL PACKET 2017

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**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 (March 2017-January 2018)

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. Overnight 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 from Spring 2017, Fall 2017 and returning to Illinois as an undergraduate for Spring 2018
- Must be available for weekly ITA's meetings on Tuesdays, 7pm-9pm, starting March 7th

Duties:

- Facilitate large and small group events and discussions
- Present information accurately and professionally
- Assist in planning, implementation, and facilitation all NSP transfer programs
- Assist in the following Orientation Programs by working with new incoming transfer students: Fall and Spring Transfer Orientations, G.R.I.T. Overnight Camp, social events and service programs.
- Serve as a resource for incoming transfer students
- Provide a positive, welcoming attitude to new transfer students
- Prepare and transport publications to be distributed during events
- Provide NSP staff with honest and unbiased feedback
- Advise New Student Programs with the future of the Illinois Transfer Experience
- Perform other duties as assigned.

Performance Expectations

- Attend all ITA meetings, trainings, and office hours (1-3 hrs.) assigned
- 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 all 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
- Working all assigned orientation programs
- Ability to explain academic opportunities and procedures

Qualifications:

- Positive attitude, energetic, outgoing personality and/or welcoming personality
- Enthusiastic about the University of Illinois
- Ability to handle numerous tasks that may come up quickly
- Organizational and communication skills, task-oriented
- 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 orientation and new transfer students' needs
- Familiarity with campus resources both academic and extracurricular

Benefits:

University of Illinois at Urbana-Champaign orientation programs strive to help student leaders develop their communication, organizational and leadership skills, which help prepare students for life beyond college. We truly believe that serving as an Illini Transfer Ambassador will reward you with many experiences and skills that will help you in your future career and serving as a productive citizen. In addition to these intangible rewards, the Illini Transfer Ambassador will be provided with a benefits package. Please note: anyone applying for the ITA must be doing so for the love of orientation programs and University of Illinois, and not the monetary compensation.

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 where you will have a great deal of fun and cherished memories
- Compensation for time worked at the rate of \$9.00 an hour for NSP programming, weekly ITA meeting, and office hours (1-3hrs)
- New Student Program uniform(s) and fun apparel
- Food at various events

If you have any questions regarding this application, please contact:

Amanda Sharp, Illini Transfer Ambassador Supervisor

Amsharp2@illinois.edu

ITA Selection Timeline	
Monday, January 16th	ITA application OPEN
Tuesday, January 31st (7-8pm) SDRP Multipurpose Room 2003	ITA Informational Sessions
Wednesday, February 8th (7-8pm) Lincoln Hall Room 1051	
Monday, February 13th	ITA application CLOSE @ 5pm
Tuesday, February 14th	Candidates will receive email to choose a group interview date: February 23 rd or February 25 th
Monday, February 20th	Candidates will receive confirmation of Group Interview day, time, and location
Thursday, February 23rd	ITA Group Interviews (only attend one night) (Time and location will be emailed to you)
Saturday, February 25th	
Tuesday, February 28th	ITA Notification Day
Tuesday, March 7th	ITA Welcome to the Team
Tuesday, March 14th	First ITA Training

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, if you would like to learn more about the ITA position from the ITA team themselves (*highly encouraged to attend*).

- Tuesday, January 31st @ 7pm, SDRP Multipurpose Room 2003
- Wednesday, February 8th @ 7pm, Lincoln Hall Room 1051



Step 2: Fill out and turn in all items online to the ITA application **by Monday February 13th by 5pm** (no exceptions):

- (1) ITA Application, (2) Current Resume, (3) ITA Short Answer Responses,
- (4) Headshot/Photo of yourself, (5) Short Video



Step 3: Check your University of Illinois email address on Tuesday February 14th to select your ITA Group Interview date, only need to attend one date. You will receive a confirmation email with location by Monday, February 20th. Here are the below options for 2017 ITA Group Interviews:

- February 23rd, 2017
- February 25th, 2017

If for any reason you decide not to complete the application process or have a conflicting engagement, **please email the ITA Supervisor immediately at amsharp2@illinois.edu** to cancel or reschedule. If you are calling to reschedule, please note we have limited amount of space for each interviewing session, so please try to select the best time for you in the beginning.



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 ITA staff decision - You will be contacted on **Tuesday, February 28th, 2017** 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 7th, 7-9pm**. 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, 1-3hrs, for working office hours.

If you have any questions or concerns, please feel free to contact:

Amanda M. Sharp, ITA Supervisor, New Student Programs amsharp2@illinois.edu