**Transfer WEST Student Coordinator: Position Description**

**Transfer WEST: The Way for Exceptional Students in Transition**

Transfer WEST was created to support students transferring to the University of Colorado and who live in the residence halls. The program was piloted in fall 2010 and has grown since then. Transfer WEST offers a physical, social, and educational community specifically for transfer students, serving their unique needs.

The **Transfer WEST Student Coordinator (SC)** is a paraprofessional, live-in position and will work under the direct supervision of the Stearns West hall director. Work performed will be in the areas of student development, community building, and programming. The position, classified at 20 hours a week, requires the ability to develop and guide an inclusive community through purposeful programming and individual development. It is important that s/he be a strong manager, with the ability to run day-to-day activities as well as provide broader vision for the Transfer WEST Residential Academic Program. The nature of the job necessitates that the SC be a “people-oriented” person as well as administratively strong. The SC is a staff member of Housing & Dining Services and, as such, is expected to role model appropriate behavior at all times.

**GENERAL JOB RESPONSIBILITIES:**
- Coordinate weekly or bi-weekly programs which fit the needs of CU Transfer Students (social events, career development programs, CU involvement activities).
- Recruit, advertise, and advise the Transfer WEST Assembly, a leadership group and voice for hall transfer students.
- Create and maintain passive programming such as bulletin boards, newsletters, weekly e-mails and hall desk programs.
- Oversee Transfer WEST Buff Buddies: Solicit returning students to become mentor buddies and pair with new transfer students. Develop a list of expectations for both buddies. Conduct a training session.
- Support the residence life student staff with training sessions and discussions to educate them on the needs of transfer students on campus.
- Participate as a member of the hall student staff and support the hall as a whole.
- Assist with hall “openings,” “closings,” and other key residence hall and university dates such as Family Weekend and Admitted Students Day.
- Represent your hall, Housing & Dining Services, and the university in a responsible and positive manner.
- Complete paperwork and administrative tasks in a timely and efficient manner.
- Work three hours per week at the Stearns West desk.
- Perform other functions and assume other responsibilities as assigned by the hall director.
- Outside work must be pre-approved by the hall director.

**REQUIRED TRAININGS:**
- Residence life staff orientation and training will require returning to the campus early, at the start of August 2012 and January 2013. The exact dates will be communicated to the individual hired.
- The SC will be part of a residence life student staff team with required weekly meetings occurring every Wednesday, 6:00-8:00pm. Classes must be scheduled around these meetings.
- Weekly meetings with the hall director.

**QUALIFICATIONS:**
Candidates must be regularly enrolled full-time undergraduate or graduate students at the Boulder campus of the University of Colorado. Priority in selection will be given to graduate students. Exceptional undergraduate students of junior or senior standing and with three semesters’ (not including summer) experience as a resident advisor or diversity mentor will be given next priority. All candidates must hold at least a 2.7 grade point average (cumulative and semester) and graduate students must hold at least a 3.0 average. Personal transfer experience is a plus, and strong candidates will be able to articulate the needs of transfer students in general.

**COMPENSATION:**
Room and board for the academic year. The hired applicant will be expected to sign an employment agreement for the employment dates August 1, 2012 through May 11, 2013. Board will only be provided when residence hall dining facilities are in operation. The LSC will receive a private room or an apartment space with a roommate, at the decision of housing and dining room assignments. Note:
The hall director will determine if the hired individual will continue appointment for the 2013-2014 academic year. There will be a process for applying to return.

**TERMINATION:**
The SC may terminate her/his employment by giving two week’s notice in writing to their hall director. Housing penalties may apply if violating housing contract. When termination is necessary, the employer will usually give one week’s notice. In extreme circumstances, the SC may be discharged without written notice for just cause and could be relieved of her/his duties immediately. Such an extreme circumstance will necessitate that the SC be moved out of on-campus housing and will result in housing penalties.