COMMUTER/TRANSFER ASSISTANT COMMUTER/TRANSFER ASSISTANT Student Affairs JOB DESCRIPTION SUMMARY

POSITION OVERVIEW

A Commuter Assistant (CA) and Transfer Assistant (TA) is an experienced Drexel student who serves as a para-professional member of the Commuter & Transfer Student Engagement (CTSE) staff within the Office of Student Affairs.

As a staff member in Student Life, a Commuter/ Transfer Assistant has the responsibility of promoting and implementing division wide programs and activities to engage commuter and transfer students with-in the campus and local community.

Success of CTSE is dependant upon the performance of each CA/TA. CTSE is also dedicated to aiding students who commute and/ or have transferred to Drexel in the academic and co-curriular pursuits.

QUALIFICATIONS

- Currently enrolled at Drexel during terms of employment
- May not be on co-op during terms of employment Maintain a 2.5 minimum cumulative GPA
- No standing judicial sanction(s) that extend through the date of employment

COMPENSATION

Commuter/Transfer Assistants are paid hourly during their academic terms of service (Fall/Winter or Spring/Summer). The CA/TA also receives compensation through Dragon Dollars.

PRIMARY RESPONSIBILITIES

- Work on average 10 hours per week, which includes office hours and one mandatory staff meeting per week
- Serve as a resource to commuter, transfer and off campus students
- Develop and implement programs and engagement opportunities for the Office sub-populations
- Develop and maintain active contact with an assigned group of first-year commuter or transfer students through in-person meetings, email and other social media
- Participate in Office trainings and professional development activities: Summer CA/TA Training, Peer Mentor Development Workshops, Winter/Spring Retreats and other in-service opportunities
- Full participation in Commuter Connection
 Day and Transfer Student Orientation
- Work collaboratively with the Drexel Commuter Organization (DCom) and the USGA commuter and transfer senators
- Assist CTSE professional staff with Office promotion during Enrollment Management Events, New Student Orientation and other University Events
- Promote campus and community services, programs and resources
- Project a caring, concerned and approachable demeanor in order to facilitate communication and establish positive relationships with students, fellow staff members and members of the Drexel community overall
- Other duties as assigned



Commuter & Transfer COMMUTER AND TRANSFER ASSISTANT APPLICATION

There are three parts to this application. Please complete Parts 1, 2, & 3 and return the application and two recommendation forms to the Student Organization Resource Center, Creese Student Center (lower level), or submit by fax (215-895-2500) or email (jlg66@drexel.edu). Applications for Spring/Summer 2014 staff members is Friday, August 30th.

If you have any questions, please contact Commuter and Transfer Student Engagement and Services at 215-895-1328 or commuters@drexel.edu.

Note: You must have lived off campus during your time at Drexel or currently live off campus to apply for the Commuter Assistant position. To be a Transfer Assistant, you must have transferred to Drexel from another institution of higher learning.

Drexel Email Address						
Permanent Address	City	State	Zip			
Present Address	City	State	Zip			
Permanent Phone	Home Phone	Cell Phone				
Date of Birth	Sex M F Drexel ID#					
Major	Current Class Status F S	_ Current Class Status □F □S □PJ □SR □GRAD				
Anticipated Date of Graduation _	Last Term's GPA (Last Term's GPA Cumulative GPA				
Do you have a Judicial Record	Yes No (If yes, please include an explan	nation in the application	's essay portion)			
During the Selection Process (spri	ing term) are you: in school on co-o	p? What is your co-op	cycle?			
Have you participated in the CFO	Lead program? Y N					
riave you participated in the CEO						
• • • • • • • • • • • • • • • • • • •	ership experience that you believe would be					
Please list any job or student leade		be helpful in evaluating	your candidacy:			
Please list any job or student leade Job/Leadership Title	ership experience that you believe would be	be helpful in evaluating y	your candidacy:			
Please list any job or student leade Job/Leadership Title Responsibilities	ership experience that you believe would be Employer	oe helpful in evaluating y	your candidacy:			
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CA/TA APPLICATION - Part 2: Essay Questions

Please type your answers to the following questions and submit them on separate sheets of paper or separate WORD document. Please include your name on all pages of the document, and limit your responses to no more than one page per answer.

- 1. What is your motivation for applying to be a CA or TA? Knowing what you do about the CA/TA position, what do you think are the most important roles a CA/TA holds? What specific ideas or skills do you have to fulfill these roles?
- 2. It is vital that CAs and TAs make personal connections to new Drexel commuter and transfer students. What strategies would you use in order to achieve the goal of building relationships with the following students?
 - A. Commuter A travels over an hour to Drexel each day. He has a rigorous course load and also works a part time job. The time he spends on campus each week is very limited, and so he has not participated in many campus events.
 - B. Commuter B is having a difficult adjustment to Drexel as a commuter student. She feels as though all of her classmates are resident students, and that by commuting to campus from home she is missing out on the true "college experience."
 - C. Transfer Student C just began her first term at Drexel having spent the last two years at community college. Since she has college experience, she thinks that transitioning to Drexel will be no problem. You have sent her several emails about attending events and getting to know the Drexel campus better, but she has not responded.
- 3. Describe a time when you were in a position of responsibility for the planning of an event or leading an initiative in or outside of class. What was your role? How did you manage your time and resources effectively? Did your event/initiative turn out successfully? How do you define success?
- 4. Describe a time when you had to interact with someone very different from yourself. What did you learn from that interaction?

The information provided for the General Information and Essay Sections of the Application is truthful, accurate and my own original work. I waive my right to privacy and I understand that the Commuter, Graduate and Transfer Student Programs and Services Staff Selection Committee will review my judicial record, my grades and my GPA throughout the process.

Signature	Date	

CA/TA APPLICATION - Part 3: Recommendation Forms

The 2 Recommendation Forms on the following pages must be completed and turned in with the completed General Information Form and Essay Questions. You must have two recommendations.

Both recommendations should come from a Drexel faculty/staff member or a past/current employer. If need be, one recommendation may come from a paraprofessional staff member such as a current Resident Assistant or Commuter/Transfer Assistant.

All recommendation forms may be returned to:

faxed to: 215-895-2500

Commuter and Transfer Student Engagement 3210 Chestnut St. Creese Student Center Student Organization Resource Center (lower level of Creese) Philadelphia, PA 19104



COMMUTER/TRANSFER ASSISTANT RECOMMENDATION FORM

Commuter & Transfer Student Engagement

Applicant's Name Position Applying for Commuter Assistant Transfer Assista						
The student named above is a Drexel University. A Commu first-year commuter and tran special events and programs many resources and services.	ter Assistant (CA) and T sfer students as they adj	Transfer Assistant (TA) just to college life at I) serve as a mentor : Orexel. In addition,	and resource for CAs and TAs develop	and implement	
Please answer the following questions:						
How long have you known the student and in what manner did you interact with him or her?						
Describe your experience with the student.						
Check the box that apple	1	l	l ,		l NT/A	
D . 11.	Excellent	Above Average	Average	Below Average	N/A	
Punctuality						
Cooperativeness						
Friendliness						
Attitude						
Maturity						
Leadership						
Respectful of Others						
Communication Skills						
Enthusiasm						
Would this student be a	good mentor to Dre	exel University stu-	dents? Why or W	Vhy not?		
Please make any comments you feel important, including strengths or areas of improvement with relation to the CA/TA position.						
	• • • • • • • • • • • •					
Signature			Date			
Name (please print)	Name (please print) Department/Business					
Phono	Dhono Emoil					

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The student named above is a Drexel University. A Commu first-year commuter and tran special events and programs many resources and services.	applying for a student st ter Assistant (CA) and T sfer students as they adj to help commuter and t	staff position with the C Fransfer Assistant (TA) Ljust to college life at D	Commuter and Tra serve as a mentor Orexel. In addition,	and resource for CAs and TAs develop	and implement
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Check the box that apple	i .			l	1 57/4
D . 11.	Excellent	Above Average	Average	Below Average	N/A
Punctuality					
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Maturity					
Leadership					
Respectful of Others					
Communication Skills					
Enthusiasm					
Would this student be a Please make any comme the CA/TA position.		·	·	·	ith relation to
Signature					
Name (please print)			Department/Busine	ess	
Phone	Email				_