

## **Graduate Fellow for Commuter and Transfer Engagement**

The primary responsibility of this position is to hire, train and develop the Commuter and Transfer Assistant staff. The Coordinator will utilize the Office's peer mentorship model to develop the student staff as mentors and leaders.

A secondary responsibility of this position is to develop and coordinate services and programs to enhance the commuter and transfer student experience at Drexel University by working with the Director of Commuter and Transfer Student Engagement and Office Peer Mentors.

- Recruit, hire, train, supervise, and evaluate Commuter and Transfer Assistants
- Coordinate and supervise programs and services developed by the Commuter and Transfer Assistants
- Oversee Office communication strategies and social media initiatives related to bringing awareness to the commuter and transfer community about University resources, services and programs
- Work with Director to implement Office transition programs such as Transfer Student Orientation and Commuter Connection Day
- Assist Director of CTSE with the strategic initiatives of the Office, i.e. serve on the Commuter
  Advisory Board, develop assessments to evaluate Office programs and student leadership, and
  educate the University community about the commuter experience