

DREXEL UNIVERSITY

# COMMUTER/TRANSFER ASSISTANT

## Job Description Summary

### POSITION OVERVIEW

The Commuter Assistant (CA) and Transfer Assistant (TA) is an experienced Drexel student who serves as a para-professional member of the Commuter, Graduate and Transfer Student Programs and Services (CGTSPS) staff within the Division of Student Life.

As a staff member of the Division of Student Life, the Commuter/Transfer Assistant has the responsibility of promotion and implementing division wide programs and activities. Success of CGTSPS is dependent upon the performance of each CA/TA's responsibilities and support of other staff members and students. CGTSPS is also dedicated to aiding students who commute and have transferred to Drexel in the academic and co-curricular pursuits.

### QUALIFICATIONS

- Currently and actively enrolled during terms of employment
- May not be on co-op during terms of employment
- Maintain a 2.5 minimum cumulative grade point average
- No standing judicial sanction(s) that extend through the dates of appointment

### COMPENSATION

Commuter/Transfer Assistants are paid hourly during academic terms of service (Fall, Winter, Spring and/or Summer), receive additional compensation through an on-campus meal plan, and are given 2 CEO (Creating Excellent Organizations) credits for their service.

### PRIMARY RESPONSIBILITIES

- Work on average 6 hours per week by serving as a resource to commuter, transfer and off-campus students, completing CA/TA duties, developing programming and attending office hours
- Serve as a role model and mentor for all commuter and transfer students
- Develop and maintain active contact with an assigned group of first-year commuter and/or transfer students
- Participate in training and development: Summer Training, New Student Days, Winter/Spring Retreat, and Term In-Service opportunities.
- Full participation and attendance at New Student Days, as well as Transfer & Graduate Orientation
- Attend regular staff meetings with other CA/TAs and CGTSPS staff
- Communicate via email and Facebook with assigned first year students prior to their arrival on campus for Fall Term.
- Develop, implement and meet programming requirements by using the engagement model
- Work collaboratively with the Drexel Commuter Organization (DCom) to help plan, promote, attend and support educational and social activities and programs
- Promote campus traditions, programs and resources
- Project a caring, concerned and approachable demeanor in order to facilitate communication and establish positive relationships with commuters, transfers, fellow staff members and members of the Drexel community overall
- Assist in the coordination, maintenance and production of the commuter and transfer student publications (e.g. brochure, website, resource guide, listserv)
- Complete other duties as assigned

# COMMUTER AND TRANSFER ASSISTANT APPLICATION Fall 2010-2011

There are three parts to this application. Please fully complete both Parts 1, 2, & 3 and return the application and two recommendation forms to the Student Organization Resource Center, Creese Student Center, lower level by Friday, June 24th.

If you have any questions please contact Commuter, Graduate and Transfer Student Programs and Services at 215.895.1328 or commuters@drexel.edu.

Note: You must have lived off-campus during your time at Drexel University or currently live off-campus to apply for this position.

## CA/TA APPLICATION – Part 1: General Information Position Commuter Assistant Transfer Assistant

Name \_\_\_\_\_

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  PJ  J  SR  Grad

Anticipated Date of Graduation \_\_\_\_\_ Last term's GPA \_\_\_\_\_ Cumulative Average GPA \_\_\_\_\_

Do you have a Judicial Record?  Yes  No (If yes, please include an explanation in the essay portion of the application)

During the Selection process (spring term) are you  in school or  on co-op? What is your co-op cycle? \_\_\_\_\_

Are you Creating Excellent Organization (CEO) Certified?  Yes  No

Please list any job or student leadership experience that you believe would be helpful in evaluating your candidacy:

Job/Leadership Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

Job/Leadership Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

Job/Leadership Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

Please list any co-curricular commitments that you expect to have next year (include such things as sports teams, offices, clubs, Greek affiliation, volunteering, etc.):

Commitment \_\_\_\_\_ Term(s) Involved \_\_\_\_\_ Hours/Week \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## CA/TA APPLICATION – Part 2: Essay Questions

Please type your answers to the following questions and submit them on separate sheets of paper (type your name on all sheets of paper). Please limit your responses to no more than a page per answer and as indicated.

1. What is your motivation for applying to be a CA or TA? Knowing what you do about the Commuter/Transfer Assistant position, what do you think are the most important roles a Commuter/Transfer Assistant holds? What specific ideas or skills do you have to fulfill these roles?
2. It is vital that Commuter/Transfer Assistants 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, although she has no experience with co-op or the quarter system. You’ve sent her several emails but have not received any responses from her.
3. Describe a time when you were in a position with some responsibility for the planning of an event, whether for a student organization, other extracurricular involvement, or class. What was your role? How did you manage your time and resources effectively? Did your event 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 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 or staff member. If need be, one recommendation may come from a student paraprofessional such as a Resident Assistant or Commuter/Transfer Assistant.

All recommendation forms may be returned to:

Commuter, Graduate and Transfer Student Programs and Services

3210 Chestnut Street

Creese Student Center

Student Organization Resource Center (lower level of Creese)

Philadelphia, PA 19104

or fax to: 215-895-2500

# COMMUTER/TRANSFER ASSISTANT

## Faculty/Staff Recommendation Form

Applicant's Name \_\_\_\_\_ Position applying for  Commuter Assistant  Transfer Assistant

The student named above is applying for a student staff position with the Commuter, Graduate and Transfer Student Programs and Services Office. A Commuter Assistant (CA) and Transfer Assistant (TA) serves as a mentor and resource for first-year commuter and transfer students as they adjust to college life at Drexel. In addition, CA/TA's will host many special events and programs to help commuter and transfer students become involved and interact with other members of the Drexel community.

Please answer the following the 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 \_\_\_\_\_

	Excellent	Above Average	Average	Below Average	N/A
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respectful of Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would this student be a good mentor to Drexel University students? Why or why not? \_\_\_\_\_

Please make any comments you feel important, including any strengths or areas of development/improvement with relation to the Commuter and/or Transfer Assistant position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please return completed recommendation forms to the student in a sealed envelope with your signature over the seal.

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

Amber Turner, Coordinator, Transfer Student Programs & Services and Off Campus Housing | 215.895.1328 | ant36@drexel.edu

Jessica Edonick, Director, Commuter, Graduate and Transfer Student Programs and Services | 215-895-1328 | jlg66@drexel.edu

All forms may be returned to: 3210 Chestnut Street, Student Organization Resource Center, Philadelphia PA 19104 or faxed to: 215-895-2500

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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