

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. The Commuter Assistant's supervisor is the Director of CGTSPS, and the Transfer Assistant's Supervisor is the Coordinator for Transfer Student Programs & Services and Off-Campus Housing.

As a staff member of the Division for Student Life, the Commuter/Transfer Assistant has the responsibility of promoting 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 their 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 extends through the dates of appointment

COMPENSATION

Commuter/Transfer Assistants are paid hourly during academic terms of service (Fall, Winter, Spring, and/or Summer), as well as receive compensation through an on-campus meal plan.

PRIMARY RESPONSIBILITIES

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

COMMUTER AND TRANSFER ASSISTANT APPLICATION Fall 2009-2010

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 Wednesday, June 3rd. If you have any questions please contact Commuter, Graduate and Transfer Student Programs and Services at 215.895.1328 or commuters@drexel.edu.

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 (put your name on all sheets of paper). Please limit your responses to no more than a page per answer and as indicated.

1. Why do you want to become a CA/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, and what specific ideas do you have to implement these roles?
2. Developing a sense of community on campus and among students is a priority for Student Life. Please answer the following questions: How do you define community? What challenges do you think there are involved in creating a sense of community for commuter and/or transfer students? What do you think should exist to help commuters and transfers feel a part of the community? What would you do to actively contribute to this goal of building community?
- 3 Being a Commuter/Transfer Assistant is not only a great opportunity to develop communication, teamwork and leadership skills, but it is also a position of great responsibility. Please give an example of an experience where you were/are in a position of responsibility in or outside of the classroom. How did you manage your time and how did you interact with your peers?
4. Describe a time when you had to interact with someone very different from yourself. What did you learn from that interaction?
4. If you could plan one event for the office, what would it be and why?

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:

3210 Chestnut Street
Creese Student Center
Student Organization Resource Center
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:

Kara Sharkey, Coordinator, Transfer Student Programs and Services and Off Campus Housing | 215.895.1328 | kjs86@drexel.edu

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

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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"/>

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