



2016 Student Leader Job Description and Application

Student Leaders have the unique opportunity to gain experience in public relations, student personnel services, and event planning while working alongside UCF students and faculty. Transfer and Transition Services hires Student Leaders to work approximately 10-15 hours a week at federal minimum wage. A commitment to work through August 2017, is recommended, including summer and occasionally between semesters. The Student Leader program has two positions for you to choose from.

Ideal candidate qualifications:

- Professionalism, punctuality, and patience
- Teamwork, creativity, and initiative
- Excellent written and verbal communication skills
- Discretion, as it relates to privacy and student confidentiality
- Have and maintain a minimum **3.0 GPA**
- Be an undergraduate transfer student (recommended)

Responsibilities include:

Peer Mentors

- Academic Advising
- Advising during orientation and registration
- Complete online training
- Initiate and respond to e-mails
- Staff support, including reception and clerical duties
- Plan and implement Transfer Success Workshops
- Student mentoring and coordinate outreach
- Presentations in person and via video
- Strong knowledge of technology
- Provide resource information to students as needed
- Use sound judgment, tact, and diplomacy

Student Assistants

- Greet visitors, staff, students, and administrators as they enter the office
- Screen and transfer telephone calls
- Respond to inquiries, via phone and internet
- Organize and maintain files
- Filing, photocopying, and shredding sensitive information
- Make copies and send faxes
- Assist with advising appointment scheduling
- Receive, sort, pick up, distribute, and deliver campus/office mail
- Participate in student assistant training

Both positions:

- Participate in engagement activities
- Promote social and academic programming
- Availability for all face-to-face training
- Work with a high degree of accuracy and attention
- Dress appropriately and maintain a positive attitude
- Some evenings and Saturdays may be required

- Student Leader Positions are a one year appointment. If a student would like to be considered for the following year they must submit an updated resume, application and participate in an interview.



STUDENT LEADER APPLICATION

Date: _____ Position(s): _____

Name: _____ Student ID: _____

Address: _____

Cell Phone: _____ Permanent Phone: _____

Est. Graduation Date: _____ Date available to work: _____

Please check your current standing: Fr _____ So _____ Jr _____ Sr _____ Transfer Student? _____

Hours available to Work:

Office hours are: Monday—Friday 8:00am-5:00pm

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Short Answer

Please answer the questions specific to the position you are applying for and attach them to you application.

All applications:

- 1. Why are you interested in the position?

Applicable only if you are applying for Student Assistant:

- 2. What does customer service mean to you and how does it work with your clerical skills? If you do not have experience in a clerical setting what skills do you think are necessary to get the job done?

Applicable only if you are applying for Peer Mentor:

- 3. Describe how you think you will be able to impact transfer students as a Peer Mentor.

*Please attach a resume with this application.

*Please provide contact information for two (2) professional references.