

STEM Transfer Ambassador Application

Job Announcement

The HSI STEM Transfer Ambassador will assist the STEM Transfer Coordinator in developing a new and exciting program to better support students transferring to HSU with a declared major in Science, Technology, Engineering, or Math (STEM). The Transfer Ambassador will perform activities associated with the four primary components of this program: clarifying pathways for STEM transfer students, launch new recruiting efforts, develop a transfer welcome and 1-unit transfer seminar.

As this is a new student position on campus, the specific duties are likely to develop and change with the program. Job duties can include but are not limited to: Mentoring incoming transfer students, developing connections with students prior to their arrival to HSU, communicating via phone and email with perspective students about jobs, housing, and helping connect students to curricular and co-curricular resources.

STEM Transfer Ambassadors work 100 hours per semester at \$12.00/hour. Hours will vary by week. Salary is funded through the HSI STEM grant.

Minimum Qualifications: Applicants must be currently enrolled full-time at HSU as an undergraduate transfer student, and possess a minimum semester and cumulative GPA of 2.75 at the time of application. Applicants must be majoring in a STEM field and possess a sincere commitment to serving as a role model for new transfer students and prospective transfer students. Applicants must possess strong written and oral communication skills.

Applicants are required to attend all training dates: Dates and times will be determined based on availability of schedules.

Preferred Qualifications: The HSI STEM Transfer Ambassador Program seeks to employ transfer students who possess strong connections to their STEM discipline and time management skills and possess a clear understanding of basic university policy and the resources HSU has to offer. Preference will be given to applicants who can commit to at least two consecutive semesters. Preference will be given to applicants who can speak to the experiences of historically underrepresented students in higher education.

Employment Application

Application Process:

- 1) Complete application (below)
- 2) Answer application questions attach with application: All answers must be typed on a separate word document (not in the body of the email). Please include the prompt questions.
- 3) Attach a current résumé to this application
- 4) Attach a copy of your Spring 2018 Schedule to this application, be sure to include all free/busy times (i.e. school, work, club meetings)
- 5) Completed application packet (application, responses to questions, Spring 2018 schedule, and resume) are to be emailed to sarah.bacio@humboldt.edu by **Monday, November 13th**.

Applicant Information

Preferred Full Name:	_____	Phone (area code)	_____
	<i>Last</i>	<i>First</i>	
Local Address:	_____		
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
HSU Email	_____@humboldt.edu	HSU ID Number	_____
Major (Minor)	_____	Current Semester GPA:	_____
		Current HSU Cumulative GPA:	_____

Anticipated Graduation Date: _____ How many semesters have you been at HSU? _____

What community college(s) did you transfer from? _____

Do you have any pending conduct cases with the Housing Department or Student Affairs Yes- No-

Are you authorized to work in the U.S.? Yes- No-

Have you been convicted of any offense as an adult? Yes- No-

References

List two professional references, including at least one **faculty member** and at least one **staff member**.

Full Name: _____ Relationship: _____

Department: _____ Phone: _____

Email: _____

Full Name: _____ Relationship: _____

Department: _____ Phone: _____

Email: _____

Application Questions

- 1) Tell us about any leadership experience you have had (i.e. clubs, programs, athletics, research) at HSU or your previous institution?
- 2) Describe the experiences at HSU and/or your previous institution that have motivated and prepared you to be an effective Transfer Ambassador.
- 3) Discuss what you believe to be the most important issues to address for transfer students?
- 4) How do you monitor your progress in your classes?
- 5) What do you believe to be characteristics of a strong leader?
- 6) What unique transitional challenges might students of color face when enrolling at HSU?

Questions?

Contact Sarah J. Bacio, STEM Transfer Coordinator, at sarah.bacio@humboldt.edu or at (707) 826 - 6246

Applications packets (application, typed responses to questions, Spring 2018 schedule, and resume) are to be emailed to sarah.bacio@humboldt.edu no later than **Monday, November 13th. Late applications will not be accepted.**