



Position Description for CAS Transfer Student Leader

Position Title	Transfer Student Leader (TSL)
Department	College of Arts and Sciences
Supervisor	Matthew Claeys, Transfer Success Coordinator
Hours	2-3 hours per week
Compensation (Encouraged)	1 credit per 40 hours

Overview

Transfer Student Leaders (TSLs) are sophomores, juniors, and seniors in the College of Arts and Sciences who provide basic support to recent transfer students throughout the semester. TSLs welcome incoming transfer students to the college through consistent email communications and encouragement to engage on and off campus. TSLs share their experiences, connect students to academic/ tutoring help, clubs, activities, and help others acclimate to the larger Burlington, Vermont community. TSLs also help plan and coordinate exclusive events and initiatives for transfer students. Two "Transfer Student Leader Directors" (TSLD) will help coordinate activities and communication with TSLs. TSLDs will typically be juniors/seniors with prior experience in the program and earn up to 3 credits per semester.

What you will gain as a Transfer Student Leader:

- Leadership roles provide essential life skills, preparing you for the workplace and building networks
- Training in best practices for social support and engagement
- Hands on experience planning and coordinating events
- Opportunity to share your experience and expertise with incoming students
- Opportunity to help shape the future of transfer student support in the College of Arts and Sciences
- Option to earn internship credit. (1 credit per 40 hours through enrollment in CAS 2991 A)

TSL Responsibilities

- Attend Information Session.
- Complete application.
- Attend CAS Transfer Student Leader Training (January / August)
- Attend weekly TSL meetings (1 hour), coordinated by the TSLDs.
- Provide weekly outreach to new transfers in their first semester.
- Attend monthly meetings for TSL program.
- Be familiar with program goals, supports, and transfer events.
- Attend at least 2-3 transfer student events during semester.



How to Apply to become a Transfer Student Leader

Step 1

Attend a Transfer Student Leader information session.

Step 2

Complete the digital application on TrACE website. uvm.edu/cas/trace

**Resume and Cover Letter are optional.*

Step 3

After your application is reviewed, you will be emailed to set up a 15-20 minute virtual “interview”.

Step 4

Final decision letter will be emailed to you.

Step 5

If you intend to earn internship credit for this position, you must enroll in CAS 2991 A. *(details below)*

How to earn internship credit: CAS 2991 A

- If selected to be a TSL, enroll in CAS 2991 A.
- Enroll in 1 credit (expected 40 hours of work per semester).
- Complete the Required Forms:

Coursework will include professional development, including work on your resume, Linked In, interview skills and more.

**Please note that this class is listed as hybrid as most of the work will be done independently on Brightspace; however, you will be required to meet four times in person during the semester.*

Please visit <https://www.uvm.edu/cas/internships-overview> to learn more.

Reach out with questions or concerns about this process: cas+trace@uvm.edu