

Position Description for CAS Transfer Student Leader Director

Position Title	Transfer Student Leader Director
Department	College of Arts and Sciences
Supervisor	Matthew Claeys, Transfer Success Coordinator
Hours	8-9 hours per week
Compensation	Up to 3 credits per semester

Position Summary:

Our two Transfer Student Leader Directors (TSLD) will work directly with the Transfer Success Coordinator and co-lead the Transfer Student Leader program. TSLDs will work together to organize, plan, and coordinate events, provide regular communications to, and facilitate weekly meetings with our Transfer Student Leaders. TSLDs will work closely with the TrACE Communications Intern to create and distribute marketing for events and initiatives. Our TSLDs will also help influence the direction of programming and future growth. This role is ideal for a multi-talented individual with an interest in event planning, project management, and helping to improve the experience for future transfer students in CAS. We're looking for someone with strong interpersonal, organizational, and analytical skills; Strong verbal and written communication and presentation skills. Student will complete CAS 2991, an elective internship course, in conjunction with this internship.

Key Responsibilities:

- Event planning and coordination.
- Facilitate weekly meetings with Transfer Student Leaders (1 hour).
- Collaborate with TrACE Communications Intern to create flyers, RSVPs, and other content.
- Participate in program events.
- Attend weekly meeting with Transfer Success Coordinator (1 hour).

Learning Outcomes and Benefits:

- Professional development in design, marketing, and communications.
- Applying the critical thinking, writing, and reasoning skills gained from a liberal arts education. Being accountable for individual and team responsibilities and deliverables.
- Demonstrating an awareness of your own strengths and areas for development.
- Applying academic knowledge/skills into your work.

Preferred Qualifications:

- Excellent critical thinking/problem solving skills.
- Excellent verbal and written communication skills.
- Strong analytical skills with attention to detail.
- Proficiency with Microsoft Office, Google Apps, and Canva.
- Excellent time management and organizational skills.



How to apply for the Transfer Student Internship

Step 1

Attend a Transfer Student Leader information session.

Step 2

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

**Resume and Cover Letter are required.*

Step 3

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

Step 4

Final decision letter will be emailed to you.

Step 5

You must enroll in CAS 2991 A, an elective internship course, in conjunction with this internship.
(details below)

How to earn internship credit: CAS 2991 A

- If selected to be an intern, enroll in CAS 2991 A.
- Enroll in 3 credits (expected 120 hours of work per semester).
- Complete the Required Forms:
College of Arts & Sciences Internship Credit Information Form.

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 through 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