

Abilene Christian University Welcome Week Transfer Group Leader Job Description - 2008

Position: Welcome Week Transfer Group Leader

Responsible to the designated group of incoming transfers and other transfer group leaders to assist transfer students in their transition and adjustment to ACU. Work as part of a team of leaders to help a group of 20-25 transfer students transition into the ACU community.

Responsible to the Director of Orientation, the Welcome Week Steering Committee, and your fellow transfer leaders for preparation, training, educational presentations, and evaluation.

Qualifications and Competencies

Student of exceptional Christian character and academic strength
Sophomore, Junior or Senior level undergraduate student in fall 2008
Minimum cumulative GPA 2.5
Must be of good standing with ACU (not on academic, chapel or conduct probation)
Demonstrates exceptional commitment to ACU through involvement
Desire to minister to and educate students in transition

General Responsibilities

Assist transfer students by serving as a volunteer group leader during the important Welcome Week transition period
Serve in designated role at June Passport session in the summer (if possible)
Serve in designated role at August Passport
Attend a training session planned for Transfer Group Leaders in the spring semester (two hour session scheduled between May 1 and 5)
Assist in transfer group leadership during Welcome Week, including:
 Attend all Transfer Group meetings and activities
 Promote and maintain morale among the group
 Model Christian character and academic commitment
 Reflect enthusiasm for all of the activities of Passport and Welcome Week
Work under the leadership of the Director of Orientation and the Welcome Week Steering Committee

Benefits

Share in the enthusiasm of welcoming new students to ACU
Service learning experience
Training and experience in education, mentoring, and small group leadership
Opportunity to work with new students and other group leaders

ACU Welcome Week Transfer Group Leader Application 2008

**APPLICATION
DUE:
April 22, 2008**

**Return completed application to:
First Year Program,
Administration Bldg Room 309
Abilene, TX 79699**

*(Attach
recent
photo
here)*

(Please type or print) Date of Application _____

Name _____ Gender _____ Banner Number _____

Local Phone _____ Cell Phone _____

School Mailing Address _____ E-mail _____
Number and Street City State Zip

Summer 2007 Address _____ Phone () _____
Number and Street City State Zip

Birthdate / / Current Level in University work (circle one) Freshman Sophomore Junior Senior
month date year

Church attending in Abilene _____ Major _____ Cumulative GPA _____

Are you currently in good standing academically?

_____ Yes _____ No

If no, please explain on a separate sheet and attach it to application.

Group Preference

List other Transfer Group Leader(s) you might like to work with.

1. _____
2. _____

Have you ever been on probation or suspended from ACU?

_____ Yes _____ No

If yes, please explain on a separate sheet and attach it to application.

Please check the box signifying your availability for the following Welcome Week Mentor Group Leader responsibilities.

Yes	No	Responsibility	Dates/Times required
		Interview with Selection Committee	April 23–28 as scheduled
		Training session for Transfer Group Leaders	2 hour session scheduled between May 1 and 5
		Mandatory Transfer Group Leader Meeting	Friday, August 15
		August Passport	Sunday, August 17 – Tuesday, August 19
		Welcome Week	Tuesday, August 19 – Saturday, August 23 - all day

Reason for checking NO to above availability _____

Previous/ Current Employment (*List most recent first; provide complete information*)

Dates	Employer	Address/Phone	Type work	Supervisor	Reason left job

Indicate any employer you do not wish us to contact and the reason _____

Related Experience (*mentoring, teaching, internships, service learning, Welcome Week, etc.)*

Dates	Activity	Supervisor	Address	Your role

References (*Give names/addresses of 3 persons [not relatives] having knowledge of your character, experience and ability.*)

Name	Address (including city,state,zip)	Relationship	Phone
			()
			()
			()

Why do you want to serve as a Transfer Group Leader?

I authorize investigation of all statements herein and release ACU and all others from liability in connection with same. I understand that, if accepted as a volunteer, I will serve as a role model and mentor to first-year students and that my adherence to ACU's Student Guide for conduct are expectations of my position.

Signature of Applicant _____ Date _____