#3209199 Transfer Success Peer Coach / STDT 4 / $13hr

**Department Overview**
Transfer Student Success is a new initiative under UC San Diego’s Student Affairs- Student Success Programs. Transfer Student Success is dedicated to providing inclusive, transfer-specific, student success support.

**Job Description**
Transfer Success Peer Coaches will play a pivotal role in supporting transfer students to transition, find community, gain career readiness competencies, maximize their potential, and be successful at UC San Diego and beyond. In this role, Transfer Success Peer Coaches will be trained and supported to build meaningful relationships with fellow transfer students. Transfer Success Peer Coaches are equipped to use success coaching frameworks and strategies to assist students from an asset-based perspective with reaching their unique personal, professional, and academic goals. Transfer Success Peer Coaches will share personal experiences and specific strategies to access and utilize high impact experiences that will translate to long-term success after graduation.

Transfer Success Peer Coaches are trained using a national model and receive a nationally recognized NASPA Student Leader Certification. Once Transfer Success Peer Coaches have completed training and passed a national certification exam, they will assist transfer students with transitioning to the university, answering questions about college life, providing success tips on academics, student involvement, cultivating belonging on campus, career readiness and post-graduation preparedness, and more.

Transfer Success Peer Coaches will work with students in one-on-one interactions and in group settings to offer transfer specific caring support to help students navigate and thrive in the ever-changing demands of college life.

- This position provides access to a national student leader certification.
- This position provides access to international mentoring certification.

**Job Responsibilities**
Working 10-12 hours per week, Transfer Peer Coaches will:
- Conduct outreach, including special campaigns to a caseload of students via phone calls, texts, traditional mail, and email.
- Using success coaching frameworks, provide one-on-one peer coaching sessions to students.
- Serve as a resource and proactively communicate with students to help with their retention, academic success, and student involvement.
- Provide guidance and information regarding engagement within and connections to the university.
- Document student interactions and outreach and provide weekly reports to supervisors through an online reporting template.
- Attend Peer Coach training, biweekly staff meetings, and additional professional trainings.
- Assist and support program events, including but not limited to a fall quarter welcome week event, quarterly events, and a spring quarter end-of-year event.
- Maintain regular and ongoing communication with supervisors and collaborators regarding student retention issues, academic success, and involvement.
Qualifications
• Must pay UC San Diego Student Services fees each quarter working.
• Significant prior experience or involvement in a leadership role at UC San Diego and/or in the community.
• Demonstrated experience working with a diverse student population, and sensitivity to culture, race, ethnicity, gender identity, sexual orientation, and socio-economic status.
• Demonstrated knowledge of student retention and success practices, such as understanding of or experience in peer support, student involvement, student engagement, goal setting, skill development, and facilitating student success supports for diverse students.
• Possess extensive knowledge of and ability to proactively navigate UC San Diego resources and departments.
• Demonstrated effective verbal and written communication skills.
• Ability to communicate effectively in one-one and group settings.
• Strong customer service, problem-solving, and time management skills.
• Ability to work in a flexible environment without a permanent office setting.
• Ability to work limited evening and weekend hours.
• Ability to work independently with an eye to prioritization, professionalism, and project completion using weekly outreach, administrative, and appointment task priorities as a primary guide.
• Ability to maintain cooperative relationships with students, staff, and other UC San Diego partners (i.e. academic advising and student affairs).
• Previous experience or interest with international students or global education preferred.
• Must be a student with at least two completed quarters at UC San Diego.

Competencies
- Leadership
- Critical Thinking & Problem Solving
- Professionalism & Integrity

Additional Notes
Work study is not required but desired.

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.

If you have relatives employed at UCSD, you must include the name, relationship and department where in employed in your resume or cover letter. This information is used only for the purpose of complying with the University’s nepotism policy.

Hours per week
Approximately 5 hours per week of training and onboarding from Nov 18, 2019 until Dec. 6, 2019. Then, 10-12 hours per week for Winter and Spring quarters.

Desired Start Date:
November 18, 2019

How to Apply:
Email Jackie Duerr at jduerr@ucsd.edu with your resume, cover letter, and the contact information of two professional or academic references. (No need for letters of recommendation at this time. Contact information is sufficient).