Global Transition Student Coordinator Application GT 2017

Thank you for your interest in the Global Transition Student Coordinator position! To apply, fill out the following application, provide all required materials, and sign up for your interview slot (last page of this form).

Below is detailed information about the position and application eligibility. The application begins on the following page.

Global Transition is a 5 day program that takes place in late August, designed to welcome undergraduate international students to Fordham. The program aims to help these new students adjust to their first days and weeks at Fordham and in New York. This goal is achieved through a schedule of activities, outings, and information sessions. Global Transition is also a great way to get to know the incoming international class, as well as some other current students with an international background or interest.

The 2017 Global Transition program will run from Tuesday, August 22-Saturday, August 26.

The Global Transition Student Coordinator Position is an administrative and coordinative position that assists with the development of, preparation for, communications about, and implementation of the Global Transition program.

This is a paid, non-work-study position. Free summer housing will be provided if needed.

The responsibilities of this position include:

- Assist in developing, organizing, and implementing a comprehensive program for Global Transition (GT) 2017 which will assist new international students in their adjustment to life at Fordham (including addressing the concerns specific to the international student population)
- Create and distribute publicity
- Organize and implement the application process and selection of the Global Transition Team, including the interviewing of prospective student leaders
- Assist in developing the training for GT Team
- Attend and assist in leading all GT Team training dates
- Be culturally sensitive and understanding
- Maintain the Global Transition website, emails, and social media outlets
- Manage summer communication with incoming students
- Serve as the coordinator for and communicate clearly with the GT Team before and during the program
- Prepare training, new student, and program materials
- Organize new student Global Transition groups
- Provide continued motivation, encouragement, and direction to GT Team
- Monitor registration for and participation in the program
- Serve as a liaison to other campus areas in regard to the GT program and preparations
- Review, analyze, and discuss the details of the program after it has occurred in order to identify areas needing improvement
- Represent Fordham University, its goals and mission to new students and parents
- Perform other duties as assigned by the co-chairs of Global Transition
- Be willing and able to travel between and work at both campuses
- As your first task, you will also be responsible for coordinating the activities and the student volunteers for the Spring Global Transition day on January 12, 2017

NOTE: There will be one Student Coordinator for Rose Hill and one Student Coordinator at Lincoln Center; You must be willing and able to work both on your own, and in cooperation with the other Student Coordinator.

Global Transition Student Coordinators are employees of Fordham University. Therefore, they are expected to uphold University policy, both on and off campus.

Eligibility:

- Full-time student at Fordham College Rose Hill, Fordham College Lincoln Center, or the Gabelli School of Business
- Cumulative GPA of 2.5 or higher
- You must be a Sophomore or Junior as of September 2016
- Excellent communication and organizational skills are required
- Familiarity with Microsoft Suite, Google Docs
- Strong computer skills preferred
- Knowledge of social media, including Facebook, Twitter, Instagram, Orgsync
- Orientation and/or programming experience preferred
- Applicant must be in good standing with Fordham University

Estimated Weekly Time Commitment:

- November, December 2016 – 4 hours, Beginning the week of November 7
- Spring 2017 – 8-10 hours
- Summer 2017 – 14 – 19 hours
- First 2 weeks of August – 19 hours
- The last 2 weeks of August - week of the Global Transition program and the week prior - will be a full-day commitment each day (at least 40 hours that week)
Fall 2017 – 5 hours (position ends early November)
You will be required to be present for the majority of the summer (2017). You may take up to 2 weeks of vacation, but no vacation may be taken during August or the second half of July. More information will be provided during the interview.

NOTE: Resident Assistants (RA’s), New Student Orientation Coordinators, New Student Orientation Leaders, Resident Technology Consultants (RTC’s) and Urban Plunge leaders are NOT eligible for this position due to time conflicts during the summer. Rose Hill Society Ambassadors may be eligible, but must confirm with their RHS supervisor.

Required for your application:

This application Form
Resume
30 minute interview
Contact info of one reference

The deadline to apply for this position is Tuesday, OCTOBER 11

For more information about the Global Transition program, please visit our website at www.fordham.edu/gt

If you have questions or would like more information, please contact us at fordhamgt@fordham.edu

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First (Given) Name [Required]

Last (Family) Name [Required]

Fordham ID # [Required]

Preferred email address [Required]

School and Expected Graduation (month/year) [Required]

Are you willing to spend part of your working time at the other campus? [Required]

In a short essay (3-5 paragraphs), please describe your interest in this position, any previous experience you have (orientations, programming, leadership) either at Fordham or your previous school, and why you are a good candidate for this position. [Required]

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Please upload your resume here. Your resume helps me see your interests and background. Please do not worry - your resume is certainly not the only determinant of your eligibility. [Required]

Please provide the name, email, and phone number of at least one reference person (an actual reference letter is not required - just the name and contact info so that I can contact that person if I wish). Someone from Fordham is preferred, but not require

You must select an interview time in order to be eligible for the position.

If you are a Lincoln Center student, and would like to interview at Lincoln Center, please select ONE interview time using the following link (please copy the following link and paste into another window, or you WILL be timed out of your OrgSync application):

http://www.signupgenius.com/go/20f0d4ba9a82ba5f49-lcglobal
If you are a Rose Hill student, and would like to interview at Rose Hill, please select ONE interview time using the following link (please copy the following link and paste into another window, or you WILL be timed out of your OrgSync application):

http://www.signupgenius.com/go/20f0d4ba9a82ba5f49-rhglobal

We will email you to confirm your interview time. Please email us at fordhamgt@fordham.edu if you are not available at any of the times provided. Please include your availability in your email.