About Global Transition and the Student Coordinator Role

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 2019 Global Transition program will run from Tuesday, August 20 - Saturday, August 24.

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 Global Transition, a comprehensive program that will assist new international students adjust to life at Fordham (including addressing the concerns specific to the international student population) and therefore must be culturally sensitive and understanding
- Prepare training, new student, and program materials as well as creating and distributing publicity about the GT Team application and Global Transition Programs (spring and fall)
- Organize the application process and selection of the Global Transition Team, including the interviewing of prospective student group-leaders.
- Assist in developing the training for GT Team
- Serve as the coordinator for and communicate clearly with the GT Team before and during the program which includes providing continued motivation, encouragement, and direction to GT Team
- Manage summer communication with incoming students, including maintaining the Global Transition emails (with guidance) and social media outlets
- Monitor registration for the program and organize new student Global Transition groups
- Serve as a liaison to other campus areas in regard to the GT program and preparations as well as performing other duties as assigned by the co-chairs of Global Transition Committee
- Review, analyze, and discuss the details of the program after it has occurred in order to identify areas needing improvement
- Must be willing and able to travel between and work at both campuses
- Represent Fordham University, its goals and mission to new students and parents

As your first task, you will be responsible for coordinating the activities, and the Global Transition Assistants (GTAs) for the Spring Global Transition day on January 10, 2019. This preparation will comprise most of your work during this fall semester.

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.

Required for your application:

- This Online Application Form, including your Cover Letter
- Resume (optional)
- Contact info of one reference (a letter is not required, only their name and relation to you, phone number, and email)
- 30 Minute Interview

The deadline to apply for this position is Sunday, October 28 at 11:59pm

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

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

Global Transition Student Coordinator Position Requirements & Eligibility

Eligibility:

- Full-time student at Fordham College Rose Hill, Fordham College Lincoln Center, or the Gabelli School of Business
- You must be a Sophomore or Junior as of September 2018
- Excellent communication and organizational skills are required
- Strong computer skills preferred; familiarity with Microsoft Suite, Google Docs
- Knowledge of social media, including Facebook, Twitter, Instagram, Orgsync
- Orientation and/or programming experience preferred
- Cumulative GPA of 2.5 or higher and applicant must be in good standing with Fordham University

Estimated Weekly Time Commitment:

- November, December 2018 – 6 hours, Beginning the week of November 5
- Spring 2019 – 8-10 hours

The spring Global Transition program is on Thursday, January 10 2019. You MUST be back on campus by Wednesday, January 9 at the latest. You will be accommodated for early move-in if you are a campus resident.

- Summer 2019 – 15 – 19 hours
- Start of August – 19 hours
The last before GT and the week of GT - will be a full-day commitment each day (at least 40 hours/week for those 2 weeks)
Fall 2019 – 5 hours (position ends early November)
You will be required to be in New York for the majority of the summer (2019). You may take up to 2 weeks of vacation, but no vacation may be taken in the second half of July or anytime in August. More information can 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.

Application Questions

First (Given) Name [Required]

Last (Family) Name [Required]

Fordham ID # [Required]

Email Address [Required]

School and expected graduation (semester and year), ex: GSB LC Spring 2020 [Required]

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

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

Please provide one reference: 1) Name, 2) Their relation to you, 3) Email address, and 4) Phone number [Required]

Optional: Please upload your resume here

Interview

The interview is a required part of your Global Transition Student Coordinator application. Interviews will be conducted at both campuses. Please select the link for your campus, and sign up for a date and time when you are available. If you cannot make any of the times listed, please email us at fordhamgt@fordham.edu to schedule your interview.

IMPORTANT: Make sure you copy this link and paste it into a new tab. If you click on the link directly, you will be taken away from this page and you will not be able to submit your application.

Rose Hill: https://www.signupgenius.com/go/20F0D4BA9A82BA5F49-rhgt

Lincoln Center: https://www.signupgenius.com/go/20F0D4BA9A82BA5F49-lcgt

Thank you!