

## **2019 Transfer Scholastic Assistant (TSA) Position Description**

### **Purpose**

The Transfer Scholastic Assistant (TSA) (formerly known as the Transfer Transition Team Member) is a successful continuing transfer student, who assists the TLC faculty advisor in fostering a positive educational and developmental experience for all transfer students. The TSA provides an ongoing point of contact for each new transfer student and creates transfer-specific opportunities for new students to be welcomed, recognized as valued community members, and engaged in the campus community. **The main purpose of the TSA is to serve as a peer mentor during the fall semester, helping their assigned students navigate all aspects of the transition to college, with a particular emphasis on the academic experience.** In order to create a cohesive, smaller community within the larger USD community, each TSA will be assigned to, and responsible for, a particular TLC course within the USD's TLC themes Engage.

### **Eligibility Requirements**

Applicants must:

- Have transferred to USD, and completed at least one full semester prior to applying
- Be a full-time student in good standing (no academic or university probation)
- Have a minimum 3.0 cumulative USD GPA
- Attend full days of orientation training on end of August 2019 with no other commitments or plans
- Be available for Transfer Fall Orientation August-September with no other commitments or plans
- If available, attend Summer Registration Days (June, July and August)
- Be available to meet for the Student Leader Lunch and Training on April 2nd ( Torero Hours) and the Learning Communities Training on April 26th (afternoon)

### **Responsibilities**

- Communicate with your TLC class during the summer, prior to fall enrollment as directed (e.g., letter, e-mail, social media, etc.).
- Participate in all required Transfer Fall Orientation activities (e.g. small group meetings, social events, New Student Convocation, etc.). If available, also participate in Transfer Summer Registration Days
- Maintain communication with TLC team during the spring, summer and fall semester
- Meet with TLC students and submit monthly reports on progress and updates
- Support your TLC faculty advisor with planning TLC events required for your TLC course
- Help promote, attend, and potentially assist with planning 1-2 TLC theme wide events for your specified theme
- Introduce your transfer students to campus opportunities that are related to the theme of your TLC

- Meet with each transfer student individually for at least 15 minutes during the semester (These meetings may be conducted at any location on campus)
- Attend and participate in the Fall Alcala Bazaar by representing the Transfer Scholastic Assistant Team
- If available, attend TLC events throughout the semester
- Provide general availability to your transfer students to respond to questions or provide guidance and support.
- Connect with students in the designated small group via email or phone call throughout the semester at the following points:
  - Encourage students to attend the Alcala Bazaar
  - In the third week of the semester to check on their progress
  - Prior to the registration period, to encourage students to connect with their advisors and resolve any holds on their accounts
- *This role is designated as a Campus Security Authority (CSA) and must abide by federal regulation as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For more information visit [www.sandiego.edu/safety/clery-act-compliance](http://www.sandiego.edu/safety/clery-act-compliance)*

## **Compensation**

Transfer Scholastic Assistants will earn one academic (upper division) unit of credit as P/NP grade per semester.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_