

2020-2021 TRANSFER SCHOLASTIC ASSISTANT (TSA)

ROLE DESCRIPTION

PURPOSE

The Transfer Scholastic Assistant (TSA) is an academically successful and well-transitioned undergraduate student (who entered USD as a transfer student) that serves as a mentor for incoming transfer students. The TSA is assigned a particular Transfer Learning Communities (TLCs) course, and collaborates with the course's faculty member to foster a positive educational and developmental experience for all new transfer students. They mentor the students in this class for their first-semester at USD, helping with both academic and social transitions. Collectively, they assist students in achieving first-year integration (core requirement), create transfer-specific opportunities for new students to be welcomed, recognized as valued community members, and engage in the campus community.

Because new students are eligible to transfer to USD during both the Fall and Spring semesters, those who are selected to be Fall 2020 TSAs are eligible to return to the position in Spring 2021 to help welcome a new cohort of mid-year transfer students.

QUALIFICATIONS AND BENEFITS

Undergraduates who wish to serve in this role must:

- Have transferred to USD; preferred to have completed at least one full semester prior to applying
- Be a full-time student in good standing (no academic or university probation)
- A minimum 3.0 cumulative USD GPA preferred

Undergraduates will receive:

- The role is a semester-long, with successful TSAs being awarded 1 unit of Honors credit (P/NP) for each semester they serve.

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

HIGHLIGHT OF TIME COMMITMENT AND RESPONSIBILITIES

1. Priority given to this role above any other areas of activity with the exception of academic work and employment.
2. Fully attend and participate in all training workshops organized by the Transfer Chair and the Learning Communities program, including but not limited to the Spring 2020 Student Leader Welcome Lunch (April 14, 2020), 2020 Student Leader Training (May 1, 2020), Fall 2020 Student Leader Training (August 23 - August 28, 2020), and Student Development Workshop Series. You should have no other commitments or plans during these times.
3. Send welcoming and regular communications to your TLC class during Summer 2020 prior to Fall Enrollment and engage with incoming students over the summer.
4. Fully attend and participate in all required Transfer Fall Orientation, with no other commitments or plans.
5. Attend a "Welcome Week" event and invite mentees in addition to attending the Alcalá Bazaar with mentees, encouraging mentees to get involved with USD clubs and orgs.
6. Promote, attend, and assist with all TLC events, and support TLC Faculty Member by helping to plan and attend course events.
7. Maintain regular communication with TLC Faculty Member, and fellow TSAs.
8. Provide general and ongoing availability to your transfer students to respond to questions or provide guidance and support (via email, text, in person, etc.); introduce mentees to campus opportunities throughout the semester, and conduct one 15-minute 1:1s with each of your ~20 mentees per semester.
9. Use TargetX Retention system to support and monitor first-year students (minimum of 1 logs per semester) and debrief as needed with Facilitating Transfer Scholastic Assistant (FTSA).
10. If interested and selected to return in the Spring of 2021 to the TSA role you are expected to continue all commitments and responsibilities outlined above.
 - a. Additional dates for the Spring 2021 semester include Spring 2021 Student Leader Training (Dates TBA) and Spring Orientation (January 20-22, 2021).