

**Abilene Christian University**  
**Welcome Week Transfer Group Leader**  
**Job Description - 2012**

**Position: Welcome Week Transfer Group Leader**

- *Responsible to the Transfer Peer Leader and other transfer group leaders to assist transfer students in their transition and adjustment to ACU.*
- *Work as part of a team of leaders to help a group of 20-25 transfer students transition into the ACU community.*
- *Responsible to the Director of Orientation, the Welcome Week Steering Committee, and your fellow transfer leaders for preparation, training, educational presentations, and evaluation.*

**Qualifications and Competencies**

- Student of exceptional Christian character and academic strength
- Preference for students who transferred to ACU
- Sophomore, Junior or Senior level undergraduate student in fall 2012
- Minimum cumulative GPA 2.5
- Must be of good standing with ACU (not on academic or conduct probation)
- Demonstrates exceptional commitment to ACU through involvement
- Desire to minister to and educate students in transition

**General Responsibilities**

- Assist transfer students by serving as a volunteer group leader during the important Welcome Week transition period
- Serve in designated role at June Passport session in the summer (if possible)
- Assist with New Student Move-In and serve in designated role at August Passport
- Complete the Transfer Group Leader training session in the spring semester
- Assist in transfer group leadership during Welcome Week, including:
  - Attend all Transfer Group meetings and activities
  - Promote and maintain morale among the group
  - Model Christian character and academic commitment
  - Reflect enthusiasm for all of the activities of Passport and Welcome Week
- Work under the leadership of the Transfer Peer Leader for your group

**Benefits**

- Share in the enthusiasm of welcoming new students to ACU
- Service learning experience
- Training and experience in education, mentoring, and small group leadership
- Opportunity to work with new students and other group leaders

# ACU Welcome Week Transfer Group Leader Application 2012

(Attach  
recent  
photo  
here)

**APPLICATION  
DUE:  
April 19, 2012**

**Return completed application to:  
First Year Program,  
McKinzie Hall, Lower Level**

(Please type or print) Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Gender \_\_\_\_\_ Student ID Number \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

School Mailing Address (ACU Box or Local Address) \_\_\_\_\_

Birthdate     /     /          Current Level in University work (circle one)    Freshman    Sophomore    Junior    Senior  
month    date    year

Did you transfer to ACU? \_\_\_\_\_ If so, from where: \_\_\_\_\_

Church attending in Abilene \_\_\_\_\_ Major \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

**Are you currently in good standing academically?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

*If no, please explain on a separate sheet and attach it to application.*

**Group Preference**

List other Transfer Group Leader(s) you might like to work with.

1. \_\_\_\_\_
2. \_\_\_\_\_

**Have you ever been on probation or suspended from ACU?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

*If yes, please explain on a separate sheet and attach it to application.*

**Please check the box signifying your availability for the following Welcome Week Mentor Group Leader responsibilities.**

Yes	No	Responsibility	Dates/Times required
		Interview with Selection Committee	April 23–27 as scheduled
		Transfer Group Leader Training	Thursday, May 3, 2-4 p.m.
		Mandatory Transfer Group Leader Meeting	Friday, August 17
		New Student Move-In	Saturday, August 18
		August Passport	Sunday, August 19 – Tuesday, August 21
		Welcome Week	Tuesday, August 21– Saturday, August 25

Reason for checking NO to above availability \_\_\_\_\_

**Previous/ Current Employment** (*List most recent first; provide complete information*)

Dates	Employer	Address/Phone	Type work	Supervisor	Reason left job

Indicate any employer you do not wish us to contact and the reason \_\_\_\_\_  
\_\_\_\_\_

**Related Experience** (*mentoring, teaching, internships, service learning, Welcome Week, etc. )*

Dates	Activity	Supervisor	Address	Your role

**References** (*Give names/addresses of 3 persons [not relatives] having knowledge of your character, experience and ability.*)

Name	Address (including city,state,zip)	Relationship	Phone
			(   )
			(   )
			(   )

**Why do you want to serve as a Transfer Group Leader?**

I authorize investigation of all statements herein and release ACU and all others from liability in connection with same. I understand that, if accepted as a volunteer, I will serve as a role model and mentor to first-year students and that my adherence to ACU's Student Guide for conduct are expectations of my position.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_