



Become a Learning Community Transfer Ambassador for the Academic Year 2025 – 2026

Apply Today!

CHASS F1RST Transfers F1RST Program is designed to support transfer students entering the College of Humanities, Arts, and Social Sciences at the University of California, Riverside. Incoming transfer students will join our Transfer Learning Community (TLC), which focuses on helping them succeed and excel by facilitating a smooth transition from community college or another university. Students will enroll in a quarter-long workshop series and have the opportunity to continue their involvement throughout their first year through our Transfer Year Experience (TYE) program. TLC & TYE offer access to valuable interactions with faculty, staff, advisors, and peer-led workshops, ensuring a supportive and engaging environment.

Minimum Qualifications:

- **CHASS Majors:** Preference will be given to applicants who have majors in the College of Humanities, Arts and Social Sciences (CHASS).
- **Undergraduate Student:** Only undergraduate transfer students are eligible for the Transfer Ambassador position.
- **Attend Mandatory Week 0 Training:** Attend a mandatory 3-day Training on September 22-24, 2025, held in-person at UCR (Failure to attend all days/times for the mandatory training will result in employment offers being rescinded).
- **Maintain Good Academic Standing:** Must maintain a 2.5 cumulative grade point average and in good academic standing; maintain an overall 2.5 GPA quarterly.
- **Successfully Pass CHFY 020:** In order to be eligible to be hired as a Transfer Ambassador, undergraduate students must achieve a 3.0 GPA or higher in CHFY 020: Theory and Practice of Peer Instruction. This course will be offered in Spring 2025. Candidates who successfully pass an interview will be invited to enroll in CHFY 020.
- **Work Hours & Other Jobs:** Transfer Ambassador work hours vary depending on work assignments but range from 0-19.5 hours per week. Due to the nature of our program, Transfer Ambassador must be able to work a minimum of 12 hours per week, but hours vary by quarter. Must notify CHASS F1RST Staff if you have any other appointment/jobs on campus or at UCR. This does not impact the decision to hire you, but it does impact the number of hours available to work for the department.
- **Start Date:** Must be available to start working Tuesday, September 2nd, 2025

Transfer Ambassador Roles & Responsibilities Include:

- **University & CHASS F1RST Policies/Procedures:** Understand and uphold all university and CHASS F1RST policies and procedures.
- **Timesheets & Appointment Letters:** Follow all timesheet requirements and appointment letter/onboarding procedures.
- **Facilitation:** Facilitate assigned sections with partner(s) weekly with the goal of educating and engaging with the information for the students. Take all evaluation feedback into consideration to strive to provide a learning environment optimal for student success.
- **Canvas Courses:** Create, publish, and maintain all assigned Canvas sections.
- **Technology & Templates:** Use the technology and templates required to create content for courses, update Canvas sections, and communicate with staff and students.
- **Grades:** Grade all assignments in all sections weekly and submit final grades for all assigned sections by the due date. (Rubrics)
- **Office Hours:** Set up weekly office hours in SAAS, host weekly office hours, update SAAS with appointment status and student notes, and if no students show during office hours, then use that time to work on other tasks.
- **Trainings & Meetings:** Complete and attend all required trainings and meetings.
- **Assigned Events & Special Projects:** Share CHASS F1RST events in your weekly announcements and slides, work assigned events and special projects as needed.
- **Communication:** Maintain timely and proper communication both written and verbally with CHASS F1RST staff, your partner(s), the students in your sections, and campus partners. Understand and maintain proper etiquette virtually, in written communications, and in-person when representing the department.
- **Timeliness & Attendance:** Complete forms and requested information on-time, show up to sections on-time, show up to office hours on-time.
- **Support Student Needs:** assess student needs; assist students with academic, social, and personal concerns; and refer students to appropriate campus resources.

Desired Qualifications:

- Sensitivity to the needs of students from a variety of racial, ethnic, national, political, religious, physical and sexual orientation, and socio-economic backgrounds. Sensitivity to varying levels of academic preparedness.
- Strong written and verbal communication skills and ability to communicate effectively with students.
- Strong public speaking and facilitation skills.
- Willingness to work collaboratively with undergraduate and graduate students, staff, and faculty partners in the program.
- Good organizational and time management skills.
- Ability to respond to students in a helping and positive manner. (Teaching or mentoring experience preferred.)

Starting Wage: \$20.52

The application will open December 2, 2024, and will close January 13, 2025, at 4pm. Group Zoom Interviews will be scheduled during Weeks 3 of Winter Quarter (1/21/25 - 1/22/25). You may access the application form via Google Form using your R'Mail account: <https://forms.gle/pDBUKn3xrYMWQgF38>

Applications will **ONLY** be accepted via the Google Form.

Please note that employment offers for transfer ambassador positions begin September 2, 2025. If you have any questions regarding the position, you may email Stella Rocha, CHASS FIRST Academic Specialist (Stella.Rocha@ucr.edu).

Work authorization is required. Under Federal Law, the University of California may employ only individuals who are legally able to work in the U.S. as established by providing documents specified in the Immigration Reform and Control Act of 1986.