



Off-Campus Student Services Staff

OCSS seeks a group of motivated, intelligent, passionate, hardworking, dedicated, and ethical students to employ as student staff. OCSS student staff will serve as advocates for commuter, transfer, veteran and adult learner students on the UMBC campus. They will also assist with the retention of those students at UMBC through a series of intentional out programs and events. Student staff will also assist with administrative work within the OCSS office.

Benefits of working in OCSS

- OCSS student staff are paid hourly as student employees.
- Meet and inspire other students at UMBC.
- Develop leadership and community building experience.
- You'll make great connections within the university
- Working in OCSS is fun!

Within OCSS, there are different teams of student leaders. They include Commuter Assistants and Transfer Student Network Leaders.

Commuter Assistants

Commuter Assistants connect commuter students to the greater campus community. OCSS, along with Commuter Assistants, work to prevent commuter students from simply going to class and going home. With several events every semester, our Commuter Assistants organize fun, yet educational programs where students can socialize with other commuters, connect with staff and faculty, as well as learn about on or off-campus resources.

Commuter Assistant Duties

- Support Off-Campus Student Services by working in the office weekly.
- Serve as a role model to commuting students
- Organize programming and services as part of the Commuter Assistant team and collateral project.
- Assist in developing a sense of community among commuter students.
- Assist with OCSS events as needed, including, but not limited to Commuter Week, Transfer Week, OCSS collaborative programs with the RAC/(seb)/RSA and Welcome Week.

Commuter Assistants must maintain a 2.5GPA prior to and during employment with OCSS.

Transfer Assistants

Through a series of workshops and activities, Transfer Assistants help prospective, incoming, and current transfer student's transition to UMBC. Transfer Assistants along with many UMBC/OCSS resources, connect transfer students with mutual interests, and provide a network community for building social and career-minded relationships.

Transfer Assistant Duties

- Serve as a role model to off-campus and on-campus transfer students.
- Develop peer-mentoring relationships with assigned students before, during, and after their transition.
- Organize programming and services as part of your team and collateral project.
- Assist in developing a sense of community among commuter students.
- Assist with OCSS events as needed including, but not limited to Commuter Week, Transfer Week, Transfer Student Network (TSN) Workshops and Welcome Week.
- Attend two Transfer Day Fairs at partnering community colleges throughout the semester.

Transfer Assistants must maintain a 2.5GPA prior to and during employment with OCSS.

Training

OCSS student staff must attend training sessions prior to the fall and spring semesters. Student staff will be expected to assist during Welcome Week- prior to the start of classes. Student staff will work an average of 5-10 hours per week, as well as attend weekly team specific meetings on Fridays at 12pm. If you are unable to attend the training or meet this time commitment, you cannot serve as an OCSS student staff member.

Hiring Timeline

The marketing and application process will begin in the middle of April. For more information, please visit:

ocss.umbc.edu

<http://www.careers.umbc.edu/umbcworks/>

<https://my.umbc.edu/groups/ocss>

Contact

For questions concerning employment within Off-Campus Student Services, please contact: Emily Moroney, Assistant Director, at emoroney@umbc.edu.

Off-Campus Student Services

Student Staff

Application FALL 2018

PLEASE TYPE OR PRINT CLEARLY

Name: _____

Primary Address: _____

Cell Phone #: _____ Current UMBC GPA (2.5 minimum for OCSS Student Staff) _____

Former College (if applicable):

UMBC ID: _____

Polo Size (Circle): SMALL MEDIUM LARGE XLARGE XXLARGE

EDUCATIONAL INFORMATION

Including this semester, how many semesters have you been at UMBC? _____

Number of credits completed: _____

Number of credits planned for Fall 2018: _____

Major(s) : _____ Minor(s): _____

Class/Year (Circle): FR SOPH JR SENIOR

I AM APPLYING FOR

- Transfer Assistant
- Commuter Assistant
- Both

What days/hours are you available to work (Monday-Friday, 9am-5pm) during the 2018-2019 school year?

TEAM AVAILABILITY

As an OCSS student staff member, you will be required to work the following schedule:

Friday Team Meetings from 12pm-1pm (All Staff)

TSN Workshops on Mondays from 12pm-1pm. (Transfer Assistants)

Commuter Connections on the first Friday of every month from 12pm-1pm. (Commuter Assistants)

Good Morning Commuters Breakfasts on Tuesdays from 8am-10:30am. (Commuter Assistants)

I am available to work the schedule above: _____ yes _____ no

ACTIVITIES AND EXPERIENCE

Please attach with this application a typed detailed resume describing your involvement in extracurricular clubs and organizations, as well as any work experience. Be sure to specify leadership positions held where appropriate, and list any honors or awards received. *Please include organizational involvement at any former college.*

Personal Perspectives:

Respond to the following questions on a separate page and attach to this completed application. Please number each response according to question. Each prompt should be a minimum of 150 words, 12point font, double-spaced, and headed with a bolded title line.

All Applicants:

1. Please explain why you want to work for OCSS and share two goals that you would like to accomplish during your time as a student employee.
2. How would you describe OCSS and its services to a student/faculty/staff member/non-affiliated community member?

Transfer Assistant Applicants:

3. Based on your own experience, what information and/or experiences are (or would be) most helpful for prospective transfer students? How would you help students adjust to their college experience at UMBC?

Commuter Assistant Applicants:

4. Based on your own experience, what information and/or experiences would you offer to your commuting peers in regards to getting engaged here at UMBC?

REFERENCES

Please list two references.

Name _____ Name _____

Relationship _____ Relationship _____

Phone # _____ Phone # _____

E-Mail _____ E-Mail _____

RELEASE OF ACADEMIC RECORDS

I, the undersigned, hereby give permission to UMBC to release my academic and judicial records to Off-Campus Student Services as part of my application.

I certify that all information I have provided in this application is truthful and accurate.

Signature

Date

Applications must be submitted in person to OCSS or online at UMBCWorks no later than 5pm, Friday, April 27 2018.

FOR OFFICE USE ONLY:

Applicant

- GPA Requirement
Met
- Recommendation
Received: Date
- _____
Individual Interview
Complete