**Position Description**

**SCOUTs (Success Coach for Outstanding Transfers)**

**1.1 Major Responsibility:** Attend and participate in the AG 3010, Transfer Seminar, (MW 3:30-4:20 p.m. for first 8 weeks of fall semester) and serve as a positive role model and mentor, both in and out of class.

**Specific:**

* Participate fully in the activities of AG 3010
* Assist the instructor and GTAs with various tasks
* Lead small group discussions of various topics that will be covered in the AG 3010 course
* Exhibit a positive attitude about OSU and CASNR
* Model good student behavior by attending class and modeling good study habits and behaviors; maintain a 2.75 cumulative GPA.
* Be active in activities that promote personal and professional growth
* Practice good time management through identification of priorities, management of commitments, and implementation of other measures of efficiency and effectiveness.

**1.2 Major Responsibility:** Serve as an independent mentor and key resource person who assists transfer students in becoming engaged and involved in academic, extracurricular, professional and social activities that promote personal growth and development.

**Specific:**

* Reach out to assigned transfer students during the summer to introduce self and every 2 weeks throughout the academic year to check-in on progress, needs and questions; log attempted/actual contacts with students.
* Learn about, provide information about, and direct students to OSU/CASNR/community resources.
  + Stay updated on current events and happenings at the college, departmental and university levels.
  + Actively encourage student academic, social and professional involvement in CASNR, OSU and the community.

**1.3 Major Responsibility:** Serve as a host to enrolling transfer students during New Student Orientation and Enrollment Programs during April, May, June, July, August, November and December (as available during summer and winter breaks).

**Specific:**

* Work CASNR table at browse and provide student perspective to enrolling students
* Escort new students to AGH and to departments (as needed)
* Host tours of campus following enrollment at 3:00 p.m.

**1.3 Major Responsibility:** Attend the SCOUT trainings/orientations scheduled for the Saturday, March 28, 2015, from 1:00-5:00 p.m., and Tuesday, August 11, 2015, from 9:00 a.m. – 1:00 p.m.

**Specific:**

* These trainings/orientations are **MANDATORY**.
* Trainings/orientations will layout the expectations, responsibilities and knowledge needed for SCOUTs and will allow for activity planning for the year.
* Trainings/orientations also provide the opportunity to meet all other SCOUTs and the GTAs.

**1.4 Major Responsibility:** Participate in bi-weekly meetings and view weekly emails regarding upcoming schedule and activities.

**Specific:**

* Bi-weekly meetings will be on Thursdays at 5:00 p.m., beginning with the first week of classes.
* Weekly emails will be sent no later than midnight on Thursday and MUST be viewed by Sunday evening.
* The purpose of the meetings and/or emails is to inform SCOUTs of the weekly course material, provide training and to ensure that SCOUTs have the resources and knowledge to assist students.