Transition And Guidance (T.A.G.) Leader Job Description
2013–14

Student leaders are selected to work in pairs to assist a small group of first-year or transfer students in successfully transitioning into the campus community and acclimating to collegiate life at Asbury University. The T.A.G. Leader partners lead their group through New Student Orientation, help facilitate the Liberal Arts Seminar, plan and facilitate monthly social activities for the group, schedule weekly dinners together, and maintain weekly contact with each member of their group throughout the fall semester.

Expectations and Responsibilities

- Participate in all T.A.G. Program Staff training sessions spring and fall semesters.
- Read the text for the Liberal Arts Seminar and any supplemental materials prior to returning to campus in the fall.
- Meet with the T.A.G. Group Faculty Sponsor and instructor of the Liberal Arts Seminar prior to the start of the fall semester to plan Home Sweet Home and prepare for facilitating the seminar.
- Assist instructor in facilitating the Liberal Arts Seminar for the T.A.G. Group during the week of New Student Orientation and several scheduled times throughout fall semester.
- Write a welcome letter to the T.A.G. Group members, to be distributed at the start of New Student Orientation.
- Welcome new students and their families to campus at New Student Orientation Registration.
- Develop group rapport within T.A.G. Group.
- Lead the T.A.G. Group through New Student Orientation.
- Facilitate T.A.G. Group sessions during New Student Orientation.
- Assist students with their academic, social, spiritual, and emotional transition and acclimation to collegiate life at Asbury University and in developing and maintaining a balanced lifestyle.
- Provide the T.A.G Group members with accurate and helpful information about on-campus services and resources and make appropriate referrals as needed.
- Contact each T.A.G. Group member during the first week of classes and report status of student on the First-Week Feedback Form submitted to the T.A.G. Program Coordinators and the Associate Dean for Student Success Programs.
- Inform the T.A.G. Program Coordinators and the Associate Dean for Student Success Programs about students in the T.A.G. Group experiencing difficulty through the F.Y.I. Form.
- Meet weekly at a regularly scheduled time and location with T.A.G. Partner to discuss T.A.G. Group activities, status of students in the T.A.G. Group, individual responsibilities, and to pray for the students in the T.A.G. Group, the partnership, and each other.
- Maintain intentional weekly contact with each T.A.G Group member throughout the semester.
• Schedule and advertise a weekly time to eat dinner as a T.A.G. Group in the cafeteria or Grille.
• Meet with each student in the T.A.G. Group during the fourth through the eighth week of the semester and complete and submit a T.A.G. Group Member Mid-Semester Feedback Form to the T.A.G. Program Coordinators and the Associate Dean for Student Success Programs.
• Plan and facilitate at least one social activity per month with the T.A.G. Group and complete and submit an Activity Report to the T.A.G. Program Coordinators and the Associate Dean for Student Success Programs.
• Attend monthly T.A.G. Leader meetings and lunch the first Thursday of each month from 11:00 a.m. to 12:40 p.m.
• Meet monthly with the T.A.G. Group Faculty Sponsor and instructor of the Liberal Arts Seminar for approximately one hour to discuss monthly T.A.G Group activities and to review lesson plans for the Liberal Arts Seminar.
• Assist the T.A.G. Program Coordinators and the Associate Dean for Student Success Programs as needed with planning and facilitating New Student Orientation and T.A.G. Program activities and retention initiatives.
• Provide support and encouragement to other T.A.G. Leaders.
• Provide constructive feedback on New Student Orientation and the T.A.G. Program throughout the semester.
• Maintain a 2.5 semester and cumulative GPA or higher each semester.
• Demonstrate a positive attitude, spirit of cooperation, servant leadership, and enthusiasm.

Important Dates

• **Application Due** — 103 Fletcher-Early, Friday, December 7, 2012, 5:00 p.m.
• **Group Interviews and Selection Process** — Week of January 14, 2013
• **Spring Training I** — Saturday, February 23, 2013, 8:00 a.m. – 6:00 p.m.
• **Spring Training II** — Friday, April 5, 6:00 – 11:00 p.m. and Saturday, April 6, 2013, 8:00 a.m. – 6:00 p.m.
• **Return to Campus for Fall Semester** — Saturday, August 3, 2013
• **Fall Training III** — 5:00 p.m. Sunday, August 4 through Sunday, August 11, 2013
• **New Student Orientation** — Monday, August 12 through Sunday, August 18, 2013
• **First Day of Classes** — Monday, August 19, 2013
• **Monthly T.A.G. Program Staff Meetings** — First Thursday of every month of the Fall Semester, 11:00 a.m. – 12:40 p.m.