University Minority Mentor Program (UMMP)  
Transition Ambassador

**POSITION DESCRIPTION**
University Minority Mentor Program (UMMP) is designed to support students in their transition to the University of Florida and to offer guidance as students begin to define their goals and strive for academic success. This objective is achieved through active participation in one-on-one interactions between faculty mentors and mentees, small group meetings within Knowledge Communities facilitated by a Transition Ambassador, and attendance at various cultural events. The **Transition Ambassador** is responsible for facilitating knowledge communities, serving as a liaison to an academic college, plan program-wide programs/events, attend various cultural events with mentees, and serve as a liaison between the faculty mentors and mentees, while serving as a peer resource to new students at the university. Transition Ambassadors will work closely with UMMP staff and act as a representative of Multicultural and Diversity Affairs.

UMMP strives to:
- Provide a supportive and nurturing environment that promotes personal and intellectual development of incoming students.
- Assist students with academic and personal concerns, through one-on-one relationships.
- Create a sharing and informative environment to support students and encourage participation in academic/social campus activities.
- Connect students with an individual who cares about them and is familiar with University traditions, policies, activities, and procedures.
- Build relationships between faculty/staff that will be able to assist their mentees in finding research, employment, and internship opportunities.
- Create a relationship with a faculty/staff member who can later serve as an academic or professional reference.

**MINIMUM REQUIREMENTS**
- Full-time enrolled graduate or upper-division level undergraduate student at UF
- Minimum 2.75 Cumulative GPA or higher
- Not have been found in violation of the UF Student Code of Conduct and agree to abide by professional and ethical standards of conduct, including following all university regulations and civic laws, from the point of selection through the duration of the program *(Transition Ambassadors may be dismissed if they are found in violation of any civic law or university regulation)*
- Exhibit the ability to work effectively within a team environment
- Exhibit leadership potential and a strong commitment to the mission of the University Minority Mentor Program to help minority and first-generation students make a positive transition to UF

**RESPONSIBILITIES**
Responsibilities may vary with the needs of the program. It is imperative that the Transition Ambassador remains in regular communication with the Program Coordinator(s) and Manager(s) to remain apprised of any important UMMP information or updates.

Some responsibilities may include:
- Mandatory participation in regular Transition Ambassador meetings held bi-weekly.
- Attend Transition Ambassador orientation
- Assist with planning and attending program-wide events/programs, monthly programs, academic college events, social events, newsletters, etc.
- Meet regularly as a group to plan UMMP activities and effectively communicate with one another
- Engage in passive and active communication weekly with the knowledge community: 1:1, emails, phone, social media, etc.
- Complete bi-weekly reports describing communication with mentees
- Be cognizant of the transitional needs of first year students and/or transfer students
- Develop a rapport with students in their knowledge community
- Be accessible and serve as an information resource for their knowledge community
- Serve as an academic and social role model
- Communicate accurate and timely information to students about UMMP and other important events

**APPLICATION PROCESS**
To apply, please submit an application online at [http://goo.gl/8NqJA](http://goo.gl/8NqJA). Please contact Jessica Lai, UMMP coordinator for Leadership, Recruitment, and Training, at [JessicaLai@multicultural.ufl.edu](mailto:JessicaLai@multicultural.ufl.edu) should you have any additional questions. Check out the website at [http://multicultural.ufl.edu/ummp/](http://multicultural.ufl.edu/ummp/) for more information.

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*This is a volunteer position.*