Position Abstract
Transfer Mentors are selected student leaders who are responsible for assisting in creating a welcoming environment for transfer students and assist in their overall transition to SLU. The Transfer Mentor position is a 6-week commitment, with the option of returning for a 3-week spring commitment. Up to six Transfer Mentors will be selected for Fall 2015.

The successful student leader must have a passion for working with a diverse student population, be committed to student learning and development, be committed to diversity and social justice, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, have developed interpersonal human relations skills, and have an ability to plan and organize. In addition, the student leader should work towards an awareness of self and others to better meet the needs of students in which they are serving. The student leader will connect and integrate the servant leadership framework into their First-Year Experience leadership position.

General Responsibilities for Transfer Mentors
- Transfer Mentors should attend all portions of applicable Fall Welcome activities as designated during Transfer Mentor training, and should be available to serve fully during the period of August 19 - 24, 2015.
- Transfer Mentors will serve as Oriflamme Leaders during move-in and the first week of Fall Welcome. As such, they are held to all responsibilities of any Oriflamme Leader, such assisting with student move-in and performing set-up/clean-up of necessary Fall Welcome events.
- Be punctual and present for Fall Welcome activities as outlined during Transfer Mentor training, encouraging attendance with all incoming transfer students.
- Be punctual and present for TRANSFERmations programs planned throughout the remainder of the 6-week period (approximately 2 programs a week) and a weekly team meeting. The 6-week TRANSFERmations Program runs from August 19 through September 30, 2015.
- Make weekly connections through e-mail and in-person outreach with assigned group of incoming transfer students. Serve as a resource for these students throughout the fall semester. Make additional outreach to at-risk students as needed.
- Assist with the development, design, and implementation of the TRANSFERmations Times e-newsletter.
- Aid in the successful transition to SLU for incoming transfer students; encouraging involvement on campus.
- Develop programming and activities for transfer students to enhance the transfer experience.
- Provide resources for personal and academic success
- Assist with presentations for and about transfer students.
- Serve as a role model of positive behavior, representing the University with pride and respect, in and out of the classroom. This includes how you represent yourself online through profiles, comments, and pictures on Facebook, Twitter, and other websites.
- Maintain confidentiality of students, and maintain appropriate relationships.
- Refrain from the consumption of alcohol, drugs, or any other foreign substances during all of the first week of Fall Welcome and at all TRANSFERmation events planned throughout the 6-week program.
- Promote a sense of belonging to the SLU community
- Demonstrate the willingness to complete other reasonable tasks requested by other Transfer Mentors or professional staff affiliated with the TRANSFERmation Program.
Leadership Position Expectations and Requirements

- Must have transferred to Saint Louis University from any 2 or 4 year institution.
- Attend ALL portions of Transfer Mentor Training
  - 2-3 Transfer Mentor meetings in March and April (to be scheduled – students studying abroad will be exempt from this requirement)
  - 3 full days of training in conjunction with First-Year Experience Leader Training and Oriflamme Training to be held **August 16-18, 2015**
- Have at least a 2.50 cumulative GPA at the end of the Fall 2014 semester and maintain a 2.50 for the Spring 2015 semester to retain leadership position.
- Applicants’ behavioral and conduct records will be reviewed prior to being selected and during their time in position. Behavioral concerns and violations of the University Community Standards may affect students’ ability to be selected and/or retained. Students not in good standing with the university are automatically ineligible, but other behavioral concerns and conduct records are also reviewed to determine eligibility to be selected and/or retained.
- Have completed at least 2 consecutive semesters by the end of Spring 2015 at Saint Louis University and be enrolled as a full-time undergraduate student at SLU for Fall 2015.
- Must have strong desire to assist transfer students with their personal and academic adjustment to SLU assisting with topics that include (but not limited to): study skills, time management, campus and community involvement, healthy choices, and identity exploration.
- Necessary personal characteristics for this paraprofessional position include: high level of professionalism, positive attitude, strong work ethic, high energy level and enthusiasm, knowledge of SLU and pride in SLU experience, commitment to multiculturalism and inclusivity, ability to role model and mentor new students, sense of approachability, proficient organizational skills, and strong communication skills.
- **Winter Welcome:** Students selected to be Transfer Mentors will have the option of assisting with Winter Welcome 2016, which provides an abbreviated TRANSFERmations schedule to students who transfer to SLU in the Spring 2016 semester. **Winter TRANSFERmations 2016 will run from January 7-30, 2016.**

Accountability/Appreciation

- Transfer Mentors are directly supervised by a Program Coordinator in the Student Involvement Center and will also be held accountable by all staff in the Student Involvement Center.
- Transfer Mentors will be able to move in early (if an on-campus student) for FYE Leader Training and will receive free meals for all of training.
- Upon successful completion of their leadership responsibilities during the 6-week TRANSFERmations Program, the Student Involvement Center will show appreciation for the Transfer Mentors’ commitment by providing the student with $200 in Billiken Bucks.
- **Winter Welcome:** Transfer Mentors who opt to assist with Winter TRANSFERmations 2016 will be provided with a separate allotment of Billiken Bucks upon completion of the program (amount to be determined based upon number of Transfer Mentors who assist with program).

Selection Timeline

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 16, 2015</td>
<td>Application due by 11:59pm online on the Student Involvement Center’s Groups Page</td>
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<tr>
<td>January 31, 2015</td>
<td>Group Interviews</td>
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<tr>
<td>February 9-18, 2015</td>
<td>Individual interviews for selected applicants</td>
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<tr>
<td>February 20, 2015</td>
<td>Notification of final selection</td>
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Students STUDYING ABROAD in Spring 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 14, 2014</td>
<td>Application due by 11:59pm online on the Student Involvement Center’s Groups Page</td>
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<tr>
<td>Nov. 19 – 21, 2014</td>
<td>Group &amp; Individual Interviews</td>
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<tr>
<td>February 20, 2015</td>
<td>Notification of final selection</td>
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