

# Transfer Mentor

Saint Louis University  
First-Year Experience  
Leadership Position 2012

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## 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. six Transfer Mentors will be selected for Fall 2012.

## Leadership Responsibilities

- Transfer Mentors should attend all portions of the Welcome Week activities as designated during Transfer Mentor training, and should be available to serve fully during the period of **August 20 - 26, 2012.**
- Assist Transfer OriFlamme leaders as needed to aid in creating successful Welcome Week events.
- Be punctual and present for Welcome Week 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, roughly 2 programs a week and a weekly team meeting. **The 6-week TRANSFERmations Program ends on September 30, 2012.**
- Make personal 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.
- 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, MySpace, 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 Welcome Week 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

- Transfer Mentors should attend all Welcome Week Events as well as designated events during the 6-week TRANSFERmations Program. The 6-week program runs from August 20- September 30, 2012.
- Must be a transfer student.
- For 5 weeks of the program, August 29- September 24, mentors will be available in the Student Involvement Center and at programs to assist new transfer students.
- Attend weekly team meetings with other Transfer Mentors and a Program Coordinator in the Student Involvement Center.
- Assist in writing the weekly e-newsletter for transfer students.
- Have at least a 2.50 cumulative GPA at the end of the Fall 2011 semester and maintain a 2.50 for the Spring 2012 semester to retain leadership position. Remain in good standing academically and with Student Conduct.
- Have completed 2 consecutive semesters by the end of Spring 2012 at Saint Louis University and be enrolled as a full-time undergraduate student at Saint Louis University for Fall 2012.

- Must have strong desire to assist transfer students with their personal and academic adjustment to SLU including (but not limited to): explore study skills, time management, the importance of campus and community involvement, making healthy choices, and identity exploration.
- Must display high level of professionalism with a positive attitude and strong work ethic.
- Must maintain a high energy level and enthusiasm when working with transfer students.
- Must demonstrate pride in the SLU experience.
- Must possess a commitment to multiculturalism.
- Must demonstrate the ability to serve as a role-model and mentor for new students by modeling integrity and inclusivity.
- Should demonstrate exceptional interpersonal, organizational, leadership, and communication skills.

#### **Accountability**

- 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.
- 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.

#### **Selection Timeline**

January 29, 2012	Application due by 11:59pm online on the Student Involvement Center's Groups Page
February 4, 2012	Group interviews between 9:00 am - 4:00 pm
February 13-29, 2012	Individual interviews for selected applicants
March 9, 2012	Notification of final selection

#### **Students STUDYING ABROAD in Spring 2012**

November 20, 2011	Application due by 11:59pm online on the Student Involvement Center's Groups Page
Nov. 28 - Dec. 2, 2011	Group & Individual Interviews
March 9, 2012	Notification of final selection