TRANSFER MENTOR

Position Description

2017 Position Description

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 2017.

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 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 as assisting with student move-in and the set-up/clean-up of specific Fall Welcome events.

• 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 20 – September 1, 2017.

• 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 23 through October 4, 2017.

• Make weekly connections through e-mail and in-person outreach with assigned group of incoming transfer students. Make additional outreach to at-risk students as needed.

• Aid in the successful transition of new transfer students; encourage 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 TRANSFERmations events.

• 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 TRANSFERmations 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
  o 2-3 Transfer Mentor meetings in March and April (to be scheduled – students studying abroad will be exempt from this requirement)

• Attend the Oriflamme 2017 Spring meeting(s): February 27 (5 pm) and April 27 (5pm)
• ½ day of Transfer Mentor-specific training on August 19, 2017 and 3 full days of training in conjunction with Oriflamme Training to be held **August 20-22, 2017.**

• Have at least a 2.50 cumulative GPA at the end of the Fall 2017 semester and maintain a 2.5 for the Spring 2017 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.

• Have completed at least 2 consecutive semesters by the end of Spring 2017 at Saint Louis University and be enrolled as a full-time undergraduate student at SLU for Fall 2017.

• 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 2018, which provides an abbreviated TRANSFERmations schedule to students who transfer to SLU in the Spring 2018 semester. **Winter TRANSFERmations 2018 will run from January 16-19, 2018.**

**Accountability/Appreciation**

• Transfer Mentors are directly supervised by a Graduate Assistant 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 2018 will be provided with a separate allotment of Billiken Bucks upon completion of the program (amount to be determined).

**Selection Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>January 18, 2017</td>
<td>Info Session @ 5:30pm in BSC 253</td>
</tr>
<tr>
<td>January 19, 2017</td>
<td>Info Session @ 5pm in BSC 253</td>
</tr>
<tr>
<td>January 20, 2017</td>
<td>Application due by 11:59pm online on the Student Involvement Center’s Groups Page (groups.sluconnection.com/organization/involvement)</td>
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<tr>
<td>January 27, 2017</td>
<td>Group Interviews</td>
</tr>
<tr>
<td>February 6 – 10, 2017</td>
<td>Individual Oriflamme interviews for selected applicants</td>
</tr>
<tr>
<td>February 15, 2017</td>
<td>Notification of final selection via email</td>
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</tbody>
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**Students STUDYING ABROAD in Spring 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>November 9, 2016</td>
<td>Info Session @ 5:30pm in BSC 253</td>
</tr>
<tr>
<td>November 10, 2016</td>
<td>Info Session @ 5pm in BSC 253</td>
</tr>
<tr>
<td>November 10, 2016</td>
<td>Application due by 11:59pm online on the Student Involvement Center’s Groups Page (groups.sluconnection.com/organization/involvement)</td>
</tr>
<tr>
<td>November 14 + 15, 2016</td>
<td>Group Interviews</td>
</tr>
<tr>
<td>November 30 + December 1, 2016</td>
<td>Individual Interviews</td>
</tr>
<tr>
<td>February 15, 2017</td>
<td>Notification of final selection via email</td>
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