



TRANSFER MENTOR

2019 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 orientation and 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 2019.

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/Orientation. 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 18 – 31, 2019**.
- 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 1 to 2 programs a week), and team meetings when necessary. **The 6-week TRANSFERmations Program runs from August 22 through September 28, 2019.**
- 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
 - 2 Transfer Mentor meetings in March and April (to be scheduled – students studying abroad will be exempt from this requirement)
- Attend the Oriflamme 2019 Spring meeting(s): **February 28** (5 pm) and **April 15** (7pm)
- Participate fully in training in conjunction with Oriflamme Training to be held **August 18-22, 2019**.

- Have at least a 2.50 cumulative GPA at the end of the Fall 2018 semester and maintain a 2.5 for the Spring 2019 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 2019 at Saint Louis University and be enrolled as a full-time undergraduate student at SLU for Fall 2019.
- 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 2020, which provides an abbreviated TRANSFERmations schedule to students who transfer to SLU in the Spring 2020 semester. **Winter TRANSFERmations 2020 will run from January 13-31, 2020.**

Accountability/Appreciation

- Transfer Mentors are directly supervised by the TRANSFERmations/Oriflamme supervisors.
- 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, Transfer Mentors' commitment will be appreciated by providing the student with \$200 in Billiken Bucks (or Bonus Flex).
- **Winter Welcome:** Transfer Mentors who opt to assist with Winter TRANSFERmations 2020 will be provided with a separate allotment of Billiken Bucks (or Bonus Flex) upon completion of the program (amount to be determined).

Selection Timeline

November 13, 2018	Info Session @ 4:00pm in BSC 352/353
November 15, 2018	Info Session @ 5:30pm in BSC 256
January 16, 2019	Info Session @ 4:00pm in BSC 253 A/B
January 17, 2019	Info Session @ 5:30pm in BSC 253 A/B
January 18, 2018	Application due by 5:00pm online
January 25, 2019	Group Interviews
February 4 – 10, 2019	Individual interviews for selected applicants
February 14, 2019	Notification of final selection via email

Students STUDYING ABROAD in Spring 2019

November 13, 2018	Info Session @ 4:00pm in BSC 352/353
November 15, 2018	Info Session @ 5:30pm in BSC 256
November 26, 2018	Application due by 5:00pm online
December 3 + 4, 2018	Individual Interviews
February 14, 2019	Notification of final selection via email