Transfer or Exchange Student Mentor Position Description

Position Overview:
The Transfer & Exchange Student Mentor is a year-long student leader role that focuses on welcoming and supporting new students with their academic, social, and personal transition to WashU. Student Mentors serve as resources for new students and their family members and assist WashU staff with planning and implementing Bear Beginnings: Transfer and Exchange Student Fall Orientation and Winter Welcome: Spring Exchange Student Orientation, as well as fall and spring events. Student Mentors play a crucial role in making the new student experience rewarding, fun, and successful.

Each Transfer or Exchange Student Mentor (TX SMs) is matched to a cohort of transfer students or exchange students and collaborates in units of 2 – 4 Student Mentors focused either on the transfer student experience or the exchange student experience. TX Student Mentors meet and train together as one team. This position is co-supervised by a First Year Center Executive Board Member (FYX) and the Coordinator in First Year Center.

Primary Duties:

1	Mentor and engage students through community building opportunities and initiatives	35%
2	Attend and participate in trainings to learn essential role responsibilities	30%
3	Attend and assist in the implementation of First Year Center programming and initiatives	25%
4	Perform other duties as assigned	10%

Essential Responsibilities:

1. Attend trainings
   - Description: Trainings cover essential role responsibilities including facilitation, cultural competency, new student transition trends, helping skills, and logistics. Participation at all trainings are **mandatory** with the exception of academic conflicts (examinations, tests, quizzes) or personal/familial emergencies (health, wellness, major event). All conflicts are collected at the start of the semester and must be cleared by the Coordinator, aside from personal emergencies that arise throughout the semester, which should be immediately communicated to First Year Center.
   - Required Trainings:
     - **Spring Training:** Completion of five trainings, which may include Canvas modules, in-person meetings, and team meetings. Topics include Student Mentor resources, leadership development, and preparation for the Student Mentor role.
       - **Student Mentor hires before April 1, 2022 will complete the following**
         - Training 1: Student Mentor Welcome – April 5, 2022 from 7:00 – 8:30 PM
         - Onboarding Modules: 45 minutes of tasks and training videos
         - Training 2: Team Dinner and Conflict Mediation – April 20, 2022 from 7:00 – 8:30 PM
         - Training 3: Summer Send-off - April 26, 2022from 7:00 – 8:30 PM
     - **Summer Module Training:** Completion of trainings, which may include Canvas modules and virtual community meetings. Topics include Student Mentor resources, group development, and cultural competency.
         - **Student Mentor Resources Assessment**
         - **Self-Assessment and Reflection**
         - **1:1 with FYC Staff Supervisor**
         - **Resources Modules**
     - **Return to Campus for Student Mentor Training:** Anticipated August 21, 2022. Arrival between 9:00 AM and 5:00 PM. Student Mentors will have Sunday, August 21 to transition their space and prepare before training begins on Monday, August 22.
     - **August Student Mentor Training:** Attendance and participation in training to prepare for Bear Beginnings and fall semester
       - **Dates:** August 22 and 23
     - **Weekly Team Meetings:** One hour team trainings and meetings both Fall 2022 and Spring 2023

- **Read Weekly Memo and tasks:** Read weekly e-newsletter with tasks and training information to prepare for team meeting and training

2. Assist with First Year Center programming and initiatives
   - Description: Attend and assist in the implementation of signature new student and family programs and First Year Center initiatives. Roles may include assisting with logistics, serving as an onsite resource or runner, directional and wayfinding assistance, engaging and mingling with guests and new students, packing or assisting with inventories, serving as a student representative and presence during sessions, and leading facilitation and conversation.
     - **Bear Beginnings: Transfer and Exchange Student Orientation:** Assistance and shifts will be assigned through First Year Center. Student Mentors are required to be available with no outside conflicts, student group conflicts, or personal events for these days.
       - **Dates:** August 23-28, 2022
     - **First Year Center Events:** Typically, this may include First Day, National Transfer Student Week, Parent and Family Weekend, and the Exchange Student Capstone Celebration. Updated information about opportunities for engagement will be shared at a later date.
     - **Winter Welcome: Spring Exchange Student Orientation:** Assistance and shifts will be assigned through the First Year Center. TX Student Mentors are required to be available with no outside conflicts, student group conflicts, or personal events for these days.
       - **Dates:** January 9-15, 2023
3. Mentor and engage students
   - Description: Mentor and engage students through active and passive initiatives and community building opportunities. TX Student Mentors are required to plan, document, and follow up on all programming. TX Student Mentors will be required to complete reflections and collect data for future events and programs.
     - **Bear Essentials: Student Mentor Phone Calls**
       - Call a list of assigned transfer students for introductions and to welcome new students to WashU
       - Email a list of assigned exchange students for introductions and to welcome new students to WashU
       - Engage with Fall 2022 transfer or exchange communities on a digital platform during the summer
       - Create digital connections and spaces for Student Mentor student cohort
     - **Fall and Spring Engagement with New Students**
       - Host small group programs and meetings, which may include semester cohort lunches, academic programming, and various recreational activities
       - Communicate with students consistently and provide check-ins and meetings
     - **Individual Mentorship**
       - Student Mentors will maintain notes regarding their engagement with students
       - Student Mentors may opt to do additional work with First Year Center as additional hours
     - **Academic Programming**
       - Send emails and messages notifying students about major academic milestones
       - Messages and emails be sent regarding: add/drop deadlines, pass/fail deadline, first examinations and evaluations, preparing for meeting with four-year advisors, course registration, and withdraw deadline
     - **Transfer Student Mentor: Monthly Community Program**
       - Collaborate with team of Transfer Student Mentors to host one program off-campus per month in the Fall and Spring semesters as permitted by university guidelines if in-person semester
     - **Exchange Student Mentors: Monthly Community Program**
       - Collaborate with team of Exchange Student Mentors to host one program off-campus per month in the Fall and Spring semesters as permitted by university guidelines if in-person semester

4. Serve as a role-model
    - Description: Serve as a role-model and First Year Center representative for the new student experience in the university community.
        - **Assist with TX Student Mentor Recruitment:** Roles may include assisting with tabling, activity fairs, doing individual reach out, social media initiatives, or speaking as a representative of Student Transitions and Family Programs
        - **Partnership with Office of International Students and Scholars:** Participate in international transfer and/or exchange student facing programming
5. Share Title IX information
    - Description: Student Mentors are required to share information with their supervisor and/or the Title IX Coordinator if a student on their student cohort discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking.

Qualifications & Experience Required:

- Be returning, full-time undergraduate students for the fall 2022 semester, studying on the Danforth campus, assuming a fully in-person semester. If university policy permits hybrid study, Student Mentors may study remotely. Student Mentors may study abroad spring 2022 or spring 2023 with notice to the Coordinator. If studying abroad, responsibilities may change accordingly
- Must be in good academic and conduct standing for the 2022 spring, summer, and fall semesters as well as the 2023 spring semester
- In our selection process, we look for candidates exemplifying these core attributes: Approachable, dependable, dedicated, knowledgeable, role-model, adaptable
- Maintain a cumulative GPA of 2.75 or higher and a semester GPA of 2.75 or higher during semesters employed. Applicants who have under a 2.75 cumulative GPA may still apply, however the FYC will consult with your 4-year academic adviser
- You may not serve as a Student Mentor if you are in a position or role that conflict with the dates stated previously
    - Due to Student Mentor responsibilities in August that require a heavy time commitment and flexible schedule (i.e., Bear Beginnings), positions that may preclude an individual from serving in the Student Mentor role include: Resident Advisor, CS40 Executive Board, Student Union Executive Officer, Conflict Resolution Facilitators, or Student Technology Coordinator
    - Student Mentors are unable to take Summer Session IV classes (July 19th – August 19th) barring exception from the Coordinator. No exception will be granted to summer courses taken away from Washington University in St. Louis in conflict with August Student Mentor Training
    - Student Mentors are eligible to serve as an Aspirational Peer Mentor (APM) in the Deneb Stars, Academic Mentor (AM), Residential Peer Mentor (RPM), Peer-Led Team Learning (PLTL) leader
    - Student Mentors must be available during all dates and times described above; conflicts or anticipated conflicts must be addressed by the Coordinator before selection
    - Please contact First Year Center with further questions pertaining to eligibility

Compensation and Benefits:

The Student Mentor role is a compensatory position. We are working with Human Resources to determine the best compensation mechanism for Student Mentors. Student Mentors work approximately 150 hours starting in August through May the following year, including overtime dedicated to trainings, event implementation, and programs for new students, and task completion aimed at new student transition.

Those who serve in the role will be provided meal cards for early return to cover food expenses during the period of time when meal plans are unavailable. First Year Center will cover all early arrival housing costs. First Year Center will provide Student Mentors with a uniform (staff shirts and over wear, and a nametag).

For More Information:

For questions or more information, please email Dacoda Scarlett, Coordinator, or call First Year Center at 314.935.5040.