

2023 New Student Mentor

Position Description

New Student Mentors (NSM) are an integral part of the orientation, transition and new student programs at Hamline University. Much of these programs' success depends on the ability of the NSM to share their individual college experiences and reactions to Hamline life with new students and their guests.

First-Year NSMs work with an assigned FYSem class and Transfer NSMs work with a small cohort of transfer students. Both roles are responsible for encouraging campus involvement, educating students about campus resources, and sustaining a sense of community beyond fall orientation.

General NSM Job Requirements and Responsibilities:

- Be enrolled as a full-time undergraduate student.
- Have a cumulative GPA of at least 2.5 or show consistent semesterly improvement.
- Have a strong desire to assist incoming new students and connect them with the Hamline community.
- Demonstrate team leadership, responsibility, and effective communication skills.
- Understand, appreciate, and respect the diversity of all students creating an inclusive environment on campus.
- Be knowledgeable of the campus and the support resources available to students.
- Support students in developing peer relationships, academic effectiveness, and personal adjustment to Hamline.
- Identify issues, concerns, and challenges facing students and refer students to resources as needed.
- Assist with **at least 1** Admitted Student Days (March 4, April 1, April 15).
- Assist with and attend a variety of orientation and new student involvement initiatives.
- Work with small groups of NSMs to collaboratively create key New Student Programs signature programs such as the NSM music video, Piper Boogie, social media, and teambuilding.
- Participate in all staff training and meetings from during spring and fall 2023.
- Attend **ALL** Fall Move-in Day and Orientation events: **August 24-26, 2023**.
- New Student Mentors may not hold an additional position hired through Student Leader Selection or serve on the HUSC Executive Board without prior approval from supervisor.

First Year NSM Job Responsibilities:

- Serve as mentor to students in an assigned FYSem.
- Attend assigned FYSem class at least once a week.
- Conduct a one-on-one meeting with each FYSem student during the fall semester.
- Communicate with students about events, opportunities, and concerns that arise to help aid their success.
- Host at least one community-building event for FYSem students during the fall semester.

Transfer NSM Job Responsibilities:

- Serve as mentor to an assigned small group of transfer students.
- Communicate with students about events, opportunities, and concerns that arise to help aid their success.
- Conduct a one-on-one meeting with each member of your transfer small group during the fall semester.
- Assist with the planning, publicity, and implementation of Access Hamline and other transfer specific events.

Compensation:

- \$800 paid out in equal portions bi-weekly during the fall semester
- All meals during training
- New Student Programs apparel

Summer Work Opportunity:

A select number of NSMs will also be selected to work Summer Orientation and Registration (SOAR) based on interest and availability. Summer NSMs will be paid a \$500 stipend for working June 18-23 and July 12-14. More information about this opportunity will be shared after the NSM staff has been hired.

Important Dates:*Dates subject to change*

Tuesday, March 7	Contract Dinner (6:00 PM)
March 4, April 1, April 15	Admitted Student Days (NSMs must work at least 1 date)
Sunday, March 26	Spring NSM Training
Saturday, April 28 - Sunday, April 29	Overnight Staff Retreat
August 14-23	NSM Fall Training
August 24	Move-In
August 25-26	Fall Orientation
August 28	Fall semester classes begin