

2024 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. New Student Mentors work with an assigned FYSem and 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.
- Be in good standing with university (ie. no recent conduct violations)
- Have a strong desire to assist incoming new students and connect them with the Hamline community.
- 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.
- 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 (April 6, April 20).
- 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.
- Complete Step Up 1 and Sexuality and Gender 101 training prior to fall orientation
- Participate in all staff training and meetings from during spring and fall 2024.
- Attend **ALL** Fall Move-in Day and Orientation events: **August 22-24, 2024.**
- 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.

Compensation:

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

Additional Work Opportunities:

Transfer Orientation

A select number of NSMs will be selected to serve as mentors to an assigned small group of transfer students during Fall Orientation **in addition** to their FYSem group. Throughout the fall semester they will be expected to communicate with their transfer cohort about events, opportunities, and concerns that arise to help aid their success throughout the semester. NSMs that support a transfer group will receive a one time declining balance payment of \$80.

Summer Orientation & Registration (SOAR)

A select number of NSMs will be selected to work Summer Orientation and Registration (SOAR) based on interest and availability. Summer NSMs will be paid a \$600 stipend for working June 19-21 and July 10-12. More information about this opportunity will be shared after the NSM staff has been hired.

Important Dates:*Dates subject to change*

March 20	Contract Dinner (6:00 PM) One day will be selected
April 6, April 20	Admitted Student Days (NSMs must work at least 1 date)
Saturday, April 27 - Sunday, April 28	Overnight Staff Retreat Days subject to change based on building availability
August 12-21	NSM Fall Training
August 22	Move-In
August 22-24	Fall Orientation
August 28	Fall semester classes begin