

2021 New Student Mentor

Position Description

Applicants can apply for Summer, First, Transfer, or all three. Summer NSMs must also be hired for fall, fall NSMs can serve as First Year or Transfer but not both

The 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. Summer NSMs will be responsible for connecting with and supporting new students during Summer Orientation and Registration (SOAR). Once classes begin, NSMs for First Year Students continue to work with their FYSem by participating in the students' FYSem class, encouraging participation in new student involvement initiatives. Transfer NSMs will also work with a small cohort of transfer students in order to sustain a sense of community beyond fall orientation. All 3 positions serve as a resource for the students, and as a role model for students new to the Hamline community.

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.
- At **no** time may an NSM be: on the HUSC executive board, a Resident Advisor, a RHA executive board member, or a HU-Programming Board Program Assistant. It is also recommended that they do not have exec board positions in student organizations in order to help foster a purposeful approach to student leader self care.
- 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, while creating an inclusive environment on campus and with their small groups of students.
- 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 **1 of 2** Admitted Student Days (dates and modality not yet set by Hamline University Admissions Office).
- 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 (covid pending), social media, and teambuilding
- Participate in all staff training and meetings from spring 2021-fall 2021 (see attached list of important dates).
- NSMs must be able to attend **ALL** Fall Orientation events: **August 29-31 2021.**
- Enrollment in a 2 credit LEAP course title "Current Trends in Student Development" which will meet 2 hours 1x a week. (applicants who have already taken the course as a NSM or RA are exempt from taking it fall 2021)

Summer NSM Job Responsibilities

**due to COVID 19 all summer 2021 programs will be held online meaning NSMs applying for and hired for this role DO NOT need to be in the Twin Cities areas to qualify for the role*

- Assist with 6 Summer Orientation and Registration (SOAR) sessions taking place in June and July
- Provide ongoing support outreach to SOAR small group students between Summer and Fall Programs
- Support Canvas Online Orientation content development

First Year NSM Job Responsibilities:

- NSMs must attend the FYSem class at least once a week (only exemption is your class schedule)
- Provide consistent program/create events throughout the semester with academic and socially focused themes.
- NSMs must conduct a one on one meeting with each FYSem student at least once during the semester.

Transfer NSM Job Responsibilities (Preference may be given to students who transferred to Hamline)

- Communicate (events, notices, check-ins, etc) with small group members through the semester via email, social media, and face to face
- Conduct a one on one meeting with each member of your transfer small group
- Assist with the planning, publicity, and implementation of Access Hamline and other transfer specific events

Compensation and Benefits:

- Summer NSMs will be earn a \$500 paid out in equal portions bi-weekly between June-August 2021
- First Year and Transfer NSMs will earn \$800 paid out in equal portions bi-weekly during the fall semester.
- New Student Programs apparel that only New Student Mentors receive.
- All meals during training and orientation.
- The experience of working with outstanding new students to Hamline University.
- The satisfaction of knowing that you are making a difference in the lives of new students and the Hamline community.

List of Important Dates: Dates subject to change

March 3rd, 12pm	Student Leader Selection Notifications go out via email
Spring Semester	<p>All NSM Staff Trainings</p> <ul style="list-style-type: none"> • March 12th 10am-4pm (virtual day will be broken up but plan on committing full due to NSM training) • April 6th 7-8:30pm (virtual) <p>NSM Small Group Sessions (Piper Pods)-throughout spring scheduled at discretion of small group</p> <p>NSM Team Building Scavenger Hunt Hosted Mid-April</p> <p>End of Year Picnic- Finals week</p> <p>Admitted Student Days (dates and duties TBD based on Admissions Office)</p>
June – July (Summer NSMs only)	<p>Summer NSM Training: June 7, 9, 11 and July 7th 10am-12pm (virtual)</p> <p>Summer Orientation and Registration (SOAR) 2021: June SOAR Week June 14-18 (2 hour webinars hosted MWF with some student outreach on TR) July SOAR Week July 12-16 (2 hour webinars hosted MWF with some student outreach on TR)</p> <p>Other summer asynchronous commitments: Ongoing student outreach, new student 1:1 meetings, canvas content support</p>
August 16-27	NSM Fall Training (exact times TBD, but please clear your schedule M-F 8am-8pm for full 2 weeks)
August 29-31	<p>FY-Fall Orientation (Aug 29-31), Transfer-Fall Orientation (Aug 31))</p> <p>*Transfer NSMs will have responsibilities on Sunday Sept 1 to assist with FY and Transfer move-in day</p>
September 1	Fall semester classes begin
Fall Semester	<p>FYSem Commitments: Weekly attendance in FYSem Class, regularly scheduled programming to support new students including one-on-one meetings</p> <p>T-NSM small group commitments: ongoing check-ins, regularly scheduled programming to support new students including one-on-one meetings</p> <p>Other Commitments: New student involvement initiative support 2 Credit Course LEAP course meeting 1x a week for 2 hours, exact date and time is TBD but will set prior to end of Spring 2021 *students exceeding 18 credits will not be charged for the additional course credits *students who have completed this course with a passing grade in the past are exempt for retaking the course Monthly Staff meetings dates and time are TBD but will be set prior to end of Spring 2019 *Failure to attend these meetings and events without appropriate cause (i.e. academic course) may be cause for a dock in final fall semester stipend</p>
November/December	2022 Student Coordinator and Spring NSM Selection