

2020 New Student Mentor

Position Description

Applicants can apply for First, Transfer, or both, but will only be hired for 1 or the other

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 significant others and families. They are responsible for leading a small group of new students during Summer and Fall Orientation programs. Once classes begin, NSMs for First Year Students continue to work with their FYSem by participating in the students' FYSem class, encouraging participation in FYSem Throwdown event. Transfer NSMs will also work with a small cohort of students in order to sustain a sense of community beyond fall orientation. Both 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.
- 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 within your FYSem and T-NSM small group.
- 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 (see attached list of important dates and note they are subject to change at the discretion of Hamline University Admissions).
- Assist with and attend a variety of orientation and New Student Throwdown events.
- Opportunity to assist with 1 of 2 Summer Orientation and Registration (SOAR) weeks where working 3 SOAR programs and attend 1 training day prior the start of the week. (see attached list of important dates)
- Participate in all staff trainings and meetings from spring 2020-fall 2020 (see attached list of important dates).
- NSMs must be able to attend **ALL** Fall Orientation events: **September 6– September 8, 2020** (time commitment is from 7am 9/6 to 10pm on 9/8).
- 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 2020)

First Year NSM Job Responsibilities:

- NSMs must attend the FYSem class at least once a week (only exemption is your class schedule) and consistently 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, including conducting 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

Returning NSM Additional Responsibilities

- Act as a role model and advisor to new members of the NSM staff during all trainings and programs by sharing your knowledge and previous experience.
- Serve as informal "Returner Resource" to new NSMs by hosting tables during various training activities and meals.

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Compensation and Benefits:

- \$500 stipend for working a SOAR Week (this includes a training day and three 1.5 day SOAR Programs)
- \$600 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:

March 4th, 12pm	Student Leader Selection Notifications go out via email
March 9th, 4:30pm	Contract DEADLINE: All contracts must be signed and returned to West Hall 106a (New Student Programs Office)
March 14, 10am-4pm	All NSM Staff Training (Lunch will be provided)
March 23-27	Spring Break (NO NSP COMMITMENTS)
April 4 & 18 *NSMs only assigned to 1 date)	Admitted Student Days (Duties assigned by admissions, plan for a 7:30am-2pm commitment each day)
May 2-3 (overnight)	NSM Retreat (tentative timing of 9am Saturday 5/4-11am 9/5)
June – July	Summer Orientation and Registration (SOAR) 2019: June SOAR Week: Training June 14th (time TBA) SOAR 1-3: June 15-20 July SOAR Week: Training July 12th (time TBA) SOAR 4-6: July 13-18
August 24-September 4	NSM Fall Training (exact times TBD, but please clear your schedule M-F 8am-8pm for full 2 weeks)
September 5-7	FY-Fall Orientation (Sept 1-3), Transfer-Fall Orientation (Sept 3) *Transfer NSMs will have responsibilities on Sunday Sept 1 to assist with FY and Transfer move-in day
September 8	Fall semester classes begin
Fall Semester	FYSem Commitments: Weekly attendance in FYSem Class, regularly scheduled programming to support new students including one-on-one meetings T-NSM small group commitments: ongoing check-ins, regularly scheduled programming to support new students including one-on-one meetings Other Commitments: New Student Throwdown Event 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 2019 *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
November/December	2019 Student Coordinator Selection