



TRANSFER MENTOR

2020 Position Description

Position Abstract

Transfer Mentors are selected student leaders who are responsible for assisting in creating a welcoming environment for transfer students and assist in their overall orientation and transition to SLU. The Transfer Mentor position is a part of the Oriflamme Team to support the new transfer students to SLU.

The successful student leader must have a passion for working with a diverse student population, be committed to student learning and development, be committed to diversity and social justice, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, have developed interpersonal human relations skills, and have an ability to plan and organize. In addition, the student leader should work towards an awareness of self and others to better meet the needs of students in which they are serving. The student leader will connect and integrate the servant leadership framework into their First-Year Experience leadership position.

General Responsibilities for Transfer Mentors

- Transfer Mentors will serve as Oriflamme Leaders during move-in and throughout Fall Welcome/Orientation. As such, they are held to all responsibilities of any Oriflamme Leader, such as assisting with student move-in and the set-up/clean-up of specific Fall Welcome events.
- Be punctual and present for Fall Welcome activities and encourage attendance with all incoming transfer students.
- Assist in planning transfer specific events that are part of the Fall Welcome schedule.
- Serve as a mentor and resource for your assigned group of new students during Fall Orientation/Welcome and throughout the fall semester.
- Aid in the successful transition of new transfer students; encourage involvement on campus.
- Provide resources for personal and academic success.
- Assist with presentations for and about transfer students.
- Promote a sense of belonging to the SLU community
- Serve as a role model of positive behavior, representing the University with pride and respect, in and out of the classroom. This includes how you represent yourself online through profiles, comments, and pictures on Facebook, Twitter, and other websites.
- Maintain confidentiality of and appropriate relationships with new incoming SLU students.
- Absolutely and completely refrain from the consumption of alcohol, drugs, or any other foreign substances during all Fall Welcome and training events, and are void of the effects of these substances throughout the program.
- Demonstrate the willingness to complete other reasonable tasks requested by Oriflamme supervisors and other University staff, faculty, and administrators.

Leadership Position Expectations and Requirements

- Must have transferred to Saint Louis University from any 2 or 4 year institution.
- Attend the Oriflamme 2020 Spring meeting(s): **February 24 (5 pm) and April 15 (7 pm)**
- Attend all portions of the Fall Orientation/Welcome activities as designated during Oriflamme training, and should be available to serve fully and without conflict during the period of **August 9 - 24, 2020**. These dates outline training through first week of classes; and support other Fall Welcome events through first few weeks of classes; as appropriate.
- Have at least a 2.50 cumulative GPA at the end of the Fall 2019 semester and maintain a 2.5 for the Spring 2020 semester to retain leadership position.
- Applicants' behavioral and conduct records will be reviewed prior to being selected and during their time in position. Behavioral concerns and violations of the University Community Standards may affect students' ability to be selected and/or retained. Students not in good standing with the university are automatically ineligible.

- Have completed at least 2 consecutive semesters by the end of Spring 2020 at Saint Louis University and be enrolled as a full-time undergraduate student at SLU for Fall 2020.
- Must have strong desire to assist transfer students with their personal and academic adjustment to SLU assisting with topics that include (but not limited to): study skills, time management, campus and community involvement, healthy choices, and identity exploration.
- Necessary personal characteristics for this paraprofessional position include: high level of professionalism, positive attitude, strong work ethic, high energy level and enthusiasm, knowledge of SLU and pride in SLU experience, commitment to multiculturalism and inclusivity, ability to role model and mentor new students, sense of approachability, proficient organizational skills, and strong communication skills.

Accountability/Appreciation

- Transfer Mentors/Oriflamme Leaders are supervised by the Oriflamme supervisors and led by a Leadership Team comprised of 4 Coordinators and 18-22 Team Leaders. Oriflamme Leaders are also held accountable by other staff and campus partners for Fall Welcome activities.
- Transfer Mentors/Oriflamme Leaders who are unable to uphold the above listed responsibilities and expectations will face consequences of reassignment of responsibility during Fall Welcome, loss of Oriflamme privileges, inability to remain in on-campus housing as an "early move-in", and/or removal from the position based on the severity of the action.
- The Transfer Mentor/Oriflamme Leader position is a student leader role that required a high level of responsibility and commitment by assisting with the implementation of Fall Welcome/Orientation.

Selection Timeline

November 12, 2019	Info Session @ 4:00pm in BSC 251
November 14, 2019	Info Session @ 5:30pm in BSC 251
January 15, 2020	Info Session @ 4:00pm in BSC 251
January 16, 2020	Info Session @ 5:30pm in BSC 251
January 17, 2020	Application due by 5:00pm online
January 24, 2020	Group Interviews
February 3 – 9, 2020	Individual interviews for selected applicants
February 13, 2020	Notification of final selection via email

Students STUDYING ABROAD in Spring 2020

November 12, 2019	Info Session @ 4:00pm in BSC 251
November 14, 2019	Info Session @ 5:30pm in BSC 251
November 25, 2019	Application due by 5:00pm online
December 3 + 4, 2019	Individual Interviews
February 13, 2020	Notification of final selection via email