

# Office of Admissions

## Senior Transition Mentor

---



### POSITION TITLE

Senior Transition Mentor in the Office of Admissions – 5 Positions Available

### POSITION FUNCTION

To serve as a member of the Office of Admissions staff to facilitate and implement transition programs, such as Griffon Orientation, Griffon Edge, Griffon Showcase, and campus. Senior Transition Mentors will work with campus departments, businesses, and other organizations to provide an opportunity for new members of the campus community to transition in a safe and positive environment. Senior Transition Mentors will serve as senior leadership, overseeing logistics and student personnel for transition programs. This is a one-year appointment that students may re-apply for each year.

### QUALIFICATIONS

- To qualify as a Senior Transition Mentor candidate, the applicant must have served in at least two Transition Mentor roles, one of which being Griffon Edge Mentor.
- Must be available during Griffon Edge and serve in at least one additional Transition Mentor role.
- A 2.25 overall cumulative grade point average at the time of application and throughout time on staff.
- Understand and support the goals of the Office of Admissions Transition programs.
- Not currently on academic or disciplinary probation.

### PREFERRED QUALIFICATIONS

- Two or more years of experience as a Transition Mentor
- Experience with Griffon Orientation
- Ability to serve as a Griffon Orientation Leader
- Demonstrated experience in a past leadership role

## **Specific Duties for Senior Transition Mentors**

### **DUTIES**

#### ***Senior Transition Mentors will:***

- Support the facilitation of the 10-week training curriculum for first-year Transition Mentors
- Serve as a peer leader for an assigned group of Transition Mentors through the Griffon Edge program
- Support the logistical operation of new student programs including Griffon Orientation and Griffon Edge
- Complete 10 hours of Griffon Edge prep work and STM specific Training between August 16 – 25<sup>th</sup>
- Work with fellow STMs to coordinate an optional event for Griffon Edge
- Attend additional training sessions as determined by the Events and New Student Program Coordinator outside of mandatory Spring Training for Transition Mentors
- Play an active role in Official Missouri Western State University Class of 2025 Facebook group; answering student questions and engaging with incoming freshmen
- Support the Events and New Student Program Coordinator in facilitating training for Transition Mentors

### **EXPECTATIONS**

#### ***Senior Transition Mentors should:***

- Serve as role models for appropriate behavior for all Transition Mentors
- Arrive at major events *at least* 15 minutes before reported call time; assist with ensuring all Transition Mentors arrive on time through calls, texts, etc.
- Serve as additional eyes and ears for the Events and New Student Programs Coordinator, monitor event operation and staff, and report issues back to the Events and New Student Programs Coordinator
- When appropriate, take initiative to solve problems independently before reporting to the Events and New Student Program Coordinator
- Maintain consistent and honest communication with the Events and New Student Program Coordinator
- Schedule one check-in meeting with the Events and New Student Program Coordinator per semester
- Be attentive to email and Band or GroupMe communication; a chat should not be set to “mute” at any time during the Senior Transition Mentor role
- Practice self-care and commitment to academic standards

***Applicants will also follow the duties outlined in the additional Transition Mentor roles applied for. Transition Mentor roles and expectations can be found in the Returning Transition Mentor application found at [missouriwestern.edu/fye/become-a-leader](http://missouriwestern.edu/fye/become-a-leader)***

## **Senior Transition Mentor Position Information**

### **SCHOLARSHIPS AND BENEFITS**

Senior Transition Mentors can potentially work for four transition programs/positions (Griffon Orientation, Griffon Edge, Griffon Showcase, Griffon Ambassador) and receive compensation. Senior Transition Mentors will receive an additional \$200 scholarship along with the Transition Mentor scholarships for the roles they receive.

Senior Transition Mentors will also receive all meals during the Griffon Orientation, Griffon Edge, and Griffon Showcase programs, as well as various t-shirts, polos, bags, and other items. Senior Transition Mentors will also develop leadership, facilitation, communication, and PR skills by assisting new and transfer students, as well as families, in their transition to MWSU.

### **TERMINATION**

A Senior Transition Mentor for the Office of Admissions' employment may be terminated if it is determined during staff training or during the academic semester program(s) that he/she is not maintaining ethics befitting a paraprofessional, not performing satisfactorily, not able to work productively with others, or jeopardizing the success of the program. If a Senior Transition Mentor does not perform each of the job duties required, he/she may be reassigned to a Transition Mentor role, or removed from the program.

## **ORGANIZATIONAL STRUCTURE**

Senior Transition Mentors report directly to the Events & New Student Program Coordinator of the Office of Admissions.

## **SELECTION PROCESS - APPLICATION**

Senior Transition Mentors will complete the Returning Transition Mentor application. Applications are due no later than **Sunday, November 1st, 2020, at 11:59 p.m.** The Senior Transition Mentor application will also qualify students for the standard Transition Mentor role, applicants do not need to complete both applications. Links to application information can be found at [missouriwestern.edu/fye/become-a-leader](http://missouriwestern.edu/fye/become-a-leader). Completed applications should include:

- Online application (includes your resume – please update it from previous submission)
- View Returning Transition Mentor Overview video (to replace required attendance at an Informational Session, which is now optional)
- Group interview time scheduled online
- Individual interview time scheduled online (STMs will not need to complete a Personal Statement)

## **SELECTION PROCESS - INTERVIEWS**

Applicants will sign up for a group interview at the time of their application submission.

- Group interviews will be offered at the following times; dress is casual MWSU gear.
  - Wednesday, November 4<sup>th</sup>, 5:00 p.m.
  - Thursday, November 5<sup>th</sup>, 4:00 p.m.
  - Friday, November 6<sup>th</sup>, 9:30 a.m. OR 1:30 p.m.
- Professional individual interviews will be conducted November 10<sup>th</sup> – 12<sup>th</sup> in Eder 101; dress is business attire.

## **SELECTION & OFFER ACCEPTANCE**

All candidates will be notified of Senior Transition Mentor selections by email on or before Wednesday, November 18th, 2020. Applicants will have until Monday, November 23<sup>rd</sup> at 4:30 p.m. to either accept or decline the offer.

## Transition Mentor 2021-2022 Timeline (Tentative)

### **Fall 2020**

November 1; 11:59 pm	Sunday	<b>Applications Due</b>
November 4 - 6	Wednesday - Friday	Group Interviews
November 10 - 12	Wednesday - Friday	Individual Interviews
November 18	Wednesday	Applicants Offered TM Positions
November 23	Monday	Applicants Accept/Decline TM Offer

### **Spring 2021**

Trainings will be held on Wednesdays from 5 – 6:30 p.m. for 10 weeks of the spring semester. Senior Transition Mentors will all attend the final four trainings and also work with the Events and New Student Program Coordinator to determine a schedule for STM support throughout the spring training curriculum. Exact dates are TBD based on Academic Calendar.

### **Summer 2021 (Orientation Leaders hired via Handshake)**

June 13	Saturday	Griffon Orientation Logistics Training
June 15, 16, 17	Tuesday-Thursday	Griffon Orientation
June 22 and 23	Tuesday, Wednesday	Griffon Orientation
July 13 and 14	Wednesday, Thursday	Griffon Orientation
July 20 and 21	Wednesday, Thursday	Griffon Orientation
August 10	Tuesday	Griffon Orientation

### **Fall 2021**

August 22	Sunday	Griffon Edge Logistics Training
August 26, 27, 28, 29	Thursday - Sunday	Griffon Edge
October 9	Saturday	Griffon Showcase
November 6	Saturday	Griffon Showcase
December 18	Saturday	Commencement

### **Spring 2021**

January 6	Tuesday	Griffon Orientation
February 26	Saturday	Griffon Showcase
April 2	Saturday	Griffon Showcase
May 7	Saturday	Commencement