

Office of Admissions

Transition Mentor (New Applicant)



POSITION TITLE

Transition Mentor in the Office of Admissions – 70 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. 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. This is a one year appointment that students may re-apply for each year.

QUALIFICATIONS

- Have attended one (1) full semester at Missouri Western State University (minimum 12 credit hours) and be a degree seeking student.
 - Graduate student applicants have completed at least six graduate credit hours at Missouri Western State University at time of application.
 - Training begins in January 2021, so any full-time, first-time freshmen who attended in Fall 2020 are eligible to apply.
- 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 PERSONAL CHARACTERISTICS

- Strong work ethic: Willingness to go above and beyond to get the job done
- Creative thinking skills
- Positive attitude
- Flexibility
- Ability to communicate with individuals from diverse backgrounds and varying personality types: Appreciation of the differences among individuals
- Leadership skills
- Punctuality
- Ability to work as an effective and productive team member
- Commitment to a high standard of ethical values and behavior
- Self-Confidence
- Ability to be tactful and diplomatic in all situations
- Service-oriented
- Passion for Missouri Western

Applicants must schedule an appointment for a group and individual interview upon submission of their online application. The online application can be found at missouriwestern.edu/fye/become-a-leader

Specific Duties for Transition Mentor Programs

NOTE: The Office of Admissions' Transition Programs are designed and implemented through a team driven process. Primary areas of responsibility are outlined below in an effort to efficiently and effectively assign areas of focus for each Transition Mentor. All Transition Mentors help with aspects of the programs and event tasks when the need arises.

Students must apply to work for a **minimum of two programs** and a maximum of four programs. For example, one Transition Mentor could work Griffon Orientation, Griffon Edge, and Griffon Showcases. Another Transition Mentor could work Griffon Orientation and Griffon Showcases.

All New Mentors

- Attend 10 weekly Transition Mentor training sessions in Spring 2021
- Participate as a MWSU social media ambassador; sharing content from the Office of Admissions and Missouri Western social media accounts

Griffon Edge (60-70 positions available)

- Assist in the implementation of an extended orientation program for incoming students
- Serve as a role model for incoming students and peers
- Facilitate and lead group discussions with new MWSU students
- Assist in the set-up and take down for Griffon Edge events
- Participate in night events during the program as a role model for MWSU
- Communicate with small group from Griffon Edge and aid in their transition during the first six weeks of the fall semester
- Other duties as assigned

Griffon Showcases (15 positions available)

- Assist in the implementation of Griffon Showcases for new students and their families
- Assist in the set-up and take down for Griffon Showcase events
- Other duties as assigned

Griffon Ambassadors (25 positions available)

- Serve as a role model for potential students
- Guide tours of potential students and parents (two set tour times per week)
- Assist with large-scale campus events, such as Commencement, Griffon Showcases, Convocation, etc.
- Other duties as assigned

Griffon Orientation (25 positions available – hired through Handshake in Spring)

- Assist in the implementation of orientation programs for new students and their families
- Serve as a role model for incoming students and peers, and facilitate and lead group discussions with new students
- Assist in the set-up and take down for Orientation events
- Ability to communicate with small groups from orientation and aid in their transition during the first six weeks of the fall semester
- Other duties as assigned

Transition Mentor Position Information

SCHOLARSHIPS AND BENEFITS (for all Transition Mentor Positions)

Transition Mentors can potentially work for four transition programs/positions (Griffon Orientation – official application process will open in the spring, Griffon Edge, Griffon Showcase, Griffon Ambassador) and receive compensation:

- Griffon Edge: \$300 scholarship
- Griffon Showcase: \$150 scholarship (\$75 per semester)
- Griffon Ambassador: \$600 scholarship (\$300 per semester)
- Griffon Orientation Leader: MWSU Student Assistant I hourly rate (*hired in Spring 2021*)
- All New Transition Mentors: \$100 scholarship as compensation for attending spring training

In addition, Transition Mentors will receive all meals during the Griffon Orientation, Griffon Edge, and Griffon Showcase programs, as well as various t-shirts, polos, bags, and other items. 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 Transition Mentor for the Office of Admissions' role 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 Transition Mentor does not perform each of the job duties required, his/her scholarship may be adjusted that semester.

ORGANIZATIONAL STRUCTURE

Griffon Edge Mentors, Griffon Showcase Leaders, and Griffon Orientation Leaders report directly to the Events & New Student Program Coordinator of the Office of Admissions. Griffon Ambassadors report directly to the Associate Director of Admissions.

SELECTION PROCESS - APPLICATION

Transition Mentor applications are due no later than **Sunday, November 1st, 2020, at 11:59 p.m.** Links to application information can be found at missouriwestern.edu/fye/become-a-leader. Completed applications should include:

- Online application (includes your resume)
- Group and individual interview times scheduled online
- Attendance at one information session, all sessions will be held via Zoom (link on our website)
 - October 14th 5:00 p.m.
 - October 16th 1:30 p.m.
 - October 21st 5:00 p.m.
 - October 23rd 1:30 p.m.
 - October 28th 5:00 p.m.
 - October 30th 9:30 a.m.

SELECTION PROCESS - INTERVIEWS

Applicants will sign up for a group interview and a 15-minute professional individual interview at the time of their application submission.

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

SELECTION & OFFER ACCEPTANCE

All candidates will be notified of Transition Mentor selections by email on or before Wednesday, November 18th, 2020. Applicants will have until Monday, November 23rd 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	Applications Due
November 4 or 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 weekly on Wednesdays from 5:00 – 6:30 p.m. for 10 weeks of the spring semester. Exact dates are TBD based on Academic Calendar. Specific dates to be shared following selection.

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