Mentor Position Information

Mentor Position Description

Student Success will select a group of mature and dedicated undergraduate leaders to assist with incoming students’ transition to life at USM and programming done through the Office of Student Success. Mentors will be expected to possess a specific body of knowledge about the university acquired through training and experience, and they must be sincerely interested in and skillful at sharing this information with new students. Selection to the Mentor team is a unique honor and a rewarding opportunity for personal, professional and leadership growth.

Minimum Qualifications

- Good academic and disciplinary standing, with a minimum of a career GPA of 2.75
- Desire to learn and commitment to the mission and goals of the university and the Mentor Program
- Leadership potential, professional demeanor, strong work ethic, and willingness to take initiative
- Positive attitude, high energy level, and a knowledge and enthusiasm for USM
- Ability to work effectively with a diverse group of team member and students
- **Required** – open time slot on MWFs at 10:00 so can attend FYE as needed

Mentor Roles and Responsibilities

- Attend and participate in training prior to the fall semester and as needed in FYE committee meetings
- Be a peer source for incoming students as a knowledgeable guide
- Facilitate five group activities/meetings with your mentees outside of class time/required check points
- Be an advocate and role model
- Be a positive representative of the university
- Help in the transition and adjustment to life at USM by promoting involvement
- Call and email periodically to check in with mentees
- Help with and supervise OSS activities, programs and workshops

Terms and Conditions

Mentors must be returning, full-time students for the 2015 fall semester, and they must remain in satisfactory academic and disciplinary standing for the 2016 spring semester.

- **Training:** Mentors must be present for all training sessions prior to starting their position, as well as present for all work assignments and meetings with OSS and FYE professor/committee.
- **Mentor Programs:** Mentors must participate in all required activities, maintain appropriate communication with the freshmen mentees, and maintain a positive presence in regards to being a mentor and USM student.

Selection Process Overview

- **Step 1:** Fill out application, which can be received from the Office of Student Success if needed.
- **Step 2:** Turn in application to Student Success – deadline is April 10th
- **Step 3:** Interviews and references called – decisions to be made no later than the end of April
- **Step 4:** Introduction prior to the end of the semester, with training to come in early August

Additional Questions?

- Contact: Office of Student Success
  Kaela McWherter – (913) 758-6119, kaela.mcwherter@stmary.edu
  Nick Cale – (913) 758-6131, nick.cale@stmary.edu
Mentor Application 2015-2016

Personal/Educational Information:
Full Name _____________________________________________________  Student ID Number
Campus/Local Address
Permanent/Summer Address _________________________________________________________________________
Phone Number _____________________  Email ____________________________________________________________

☐ I am a transfer student – other College(s)/Universities attended: ________________________________
   Dates attended: ___________________________  Program of Study: ________________________________

Classification:
☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior

Current Major/Concentration: __________________________________________________________________________

Campus/Organization Involvement and Employment
Please provide, below or on separate sheet, detailed information on your current and past campus involvement with dates of participation/employment (you may also attach a resume or additional pages as necessary):
Application Questions
Please answer the following on back or an attached sheet of paper:

1. Please list any time commitments and restraints you will have that you are already aware of (i.e. classes, work, sports or other activities). If you have none, please respond “none” or “not applicable”.
2. A 2.75 GPA and no residence life offenses are necessary to be selected as a mentor. Please explain your academic or judicial record(s) if necessary for an exception to this requirement. If you meet expectations, please respond “I meet the requirements” or “no issues”.
3. What characteristics do you possess that would make you a unique addition to the team?
4. What one thing would you change about your first year at the University of Saint Mary?
5. How do you feel that you can help ease the transition to USM for new students and enhance their experience during their first year here?
6. What experiences have you had to make you successful in the role? How do you see this role helping you as you move forward in your time at USM and beyond?

References
Reference 1: Must be associated with the University (faculty, staff, administrator, RA, etc.).
Name: __________________________________________
Position: __________________________________________
Phone #: __________________________________________
Email: ___________________________________________

Reference 2: Can be someone at USM or a former supervisor, teacher, etc.
Name: __________________________________________
Position: __________________________________________
Phone #: __________________________________________
Email: ___________________________________________

Information Verification
I certify that my answers are true and complete and I give the Office of Student Success permission to verify my academic and judicial standing as well as any other information included in this application.

_________________________________________  ________________________
Signature (required)                      Date