

# FIRST YEAR STUDENT MENTOR JOB DESCRIPTION

The Huntington University First Year Student Mentor program is intended to create a structure of on-going orientation to the university which promotes a greater sense of belonging, satisfaction, and community among first year students. Upper-class mentors assist first year students in understanding the college experience by facilitating group activities, initiating and developing relationships, encouraging academic, personal and spiritual development, and directing students to appropriate campus resources. Specific areas of responsibility have been divided into the sections below. Mentors are required to actively participate in at least the first two phases.

Qualifications being sought for mentors include strong social skills, concern and empathy for first year students, stable Christian lifestyle, involvement in college activities, and cumulative gpa at or above 2.5. Student mentors ***must live on campus*** (residence halls or Forester apartments) during fall semester 2008. Preference in hiring will be given to current sophomores and juniors. RA's and CMC's are not eligible. Fellow students are not allowed to fill out a reference for you.

**Applications and references must be turned in by 5:00 p.m. on Friday, February 22, 2008.**

Notification will be made by email if you are to receive an invitation to interview. Questions? Contact Martha Smith (x 4040).

**PLEASE NOTE:** Interviews will be conducted February 25-28, 2008. To be considered for an interview, we must have your application and both of your references turned in by the February 22<sup>nd</sup> deadline. Be sure to follow-up with your references because you are responsible for making sure your references get in on time.

## **SPRING AND SUMMER 2008 RESPONSIBILITIES:**

- ◆ Attend and participate in all spring training sessions.
- ◆ Write notes of introduction to all students in your group.

## **FALL 2008 RESPONSIBILITIES:**

- ◆ Return to campus on Wednesday, August 20, 2008, for orientation and University Life training.
- ◆ Fully participate in Orientation Weekend and University Life class as a student advisor/role model.
- ◆ Remain accountable to the faculty instructor for group and individual activities.
- ◆ Meet one on one with all students in your University Life class.
- ◆ Plan and implement at least one social activity for your freshman group.
- ◆ Fully observe the Huntington University community life standards to truly serve as an example to incoming students.
- ◆ Evaluate the effectiveness of the program and make recommendations, as appropriate, to improve the program.

## **SPRING 2009 OPTIONS:**

- ◆ Continue to make individual contacts with group members.
- ◆ Meet with the Director of First Year Students to provide feedback on the development of the 2008-2009 First Year Student Orientation and University Life program.

## **OTHER DATES TO KNOW:**

- ◆ Registration Weekend      June 20-21
- ◆ Mentor Training              August 20
- ◆ Fall Training                  August 21
- ◆ Orientation Weekend        August 22-24





# First Year Student Mentor Reference

Student Applicant \_\_\_\_\_

=====

This student has applied for a position as a First Year Student Mentor for the 2008-09 school year. To assist us in the selection process, we would appreciate your evaluation and specific comments.

How long have you known the student? \_\_\_\_\_

How well do you know the student? \_\_\_\_ slightly \_\_\_\_ fairly well \_\_\_\_ very well

In what context do you know the student (i.e.: class, employment, athletics, etc.) \_\_\_\_\_

=====

Please rate the student according to the following scale and make comments on the lines below:

1 – excellent    2 – above average    3 – average    4 – below average    NA – unable to comment

**Leadership:** ability to inspire others, to coordinate & lead activities & to facilitate interaction    1   2   3   4   NA

**Responsibility:** the degree to which the student is dependable, prompt and conscientious    1   2   3   4   NA

**Temperament:** evenness of disposition, emotional reaction to tension and conflict; enthusiasm and physical energy; personal social adjustment    1   2   3   4   NA

**Communication:** ability to read, speak and write effectively; and to listen and convey understanding to others    1   2   3   4   NA

**Maturity:** typically demonstrates adult behavior (judgment, common sense, integrity, etc)    1   2   3   4   NA

**Spiritual Life:** spiritual interest and integration of faith into student's daily life experiences    1   2   3   4   NA

**Moral Integrity:** ability to tell the truth; to adhere to the community life agreement    1   2   3   4   NA

What do you consider the student's most outstanding attribute to be?

\_\_\_\_\_

Do you recommend the student for the position of first year student mentor?

\_\_\_\_\_ highly recommend

\_\_\_\_\_ recommend with reservations

\_\_\_\_\_ recommend

\_\_\_\_\_ would not recommend at this time

If you marked anything other than highly recommend, why do you not highly recommend this person?

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Thanks for your help! Your assistance will be invaluable in the selection process as we strive to make the First Year Student Program a valuable experience for our students. Please return this form to Tana Fortney via campus mail by **Friday, February 22, 2008.**

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