



**CAMPUS LIFE MENTOR PROGRAM**  
**STUDENT MENTOR**  
**2017-2018 POSITION DESCRIPTION**  
**CENTER FOR NEW STUDENT & FAMILY PROGRAMS**

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**About the Campus Life Mentor (CLM) program**

Within the Center for New Student & Family Programs (NSFP), The Campus Life Mentor Program is designed to engage new students with the University of Utah and surrounding campus community during their first year. There are mentors for first year students, transfer students, and women's interest group.

**CLM Mission**

The mission of the Campus Life Mentor program is to provide new students with an immediate connection to the University of Utah by pairing them with trained mentors who provide guidance, resources, advice, and support.

**CLM Core Values**

Community | Commitment | Communication | Compassion

**Mentor Description**

Campus Life Mentors are experienced students from a variety of backgrounds who serve as role models to new students by helping them transition and acclimate to the University of Utah through individual interactions as well as small and large group events in the fall and spring semesters. Mentors are students who have demonstrated academic and personal success at the U, and who desire to instill a sense of confidence and community among their mentees to build a stronger University of Utah family.

Mentors accomplish their goals by providing an immediate connection to the U, creating welcoming and supportive environments, nurturing positive relationships, sharing advice, providing resources for student success, and encouraging involvement across campus.

***\*Application Deadline: Friday, March 29, 2017 by 5pm, submitted online\****

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**Mentor Details**

*Please review the following details regarding the CLM role and expectations of the position. Any questions about the information listed below should be directed to [clm@utah.edu](mailto:clm@utah.edu)*

**Qualifications:**

- Must be a current University of Utah undergraduate student who has completed at least one semester and will not graduate before Spring 2018
- Must be in good academic and disciplinary standing with the university
- Must have and maintain a minimum 2.5 cumulative GPA
- Must possess strong communication and interpersonal skills
- Must display professionalism and school spirit
- Must be committed to having a new learning experience
- Must demonstrate support of change and new initiatives
- Has not held the title of Campus Life Mentor previously

**Expectations:**

- Mentors will make CLM a priority throughout the year while maintaining focus on academics
- Mentors will role model behavior that is reflective of a campus leader, both in person and through all forms of communication and social media
- Mentors will create an inclusive and welcoming environment
- Mentors will be committed to making a difference in the lives of new students
- Mentors will actively engage themselves as a part of the CLM staff
- Mentors will maintain a positive attitude
- Mentors will agree to fulfill the qualifications, expectations and job responsibilities of the position for the full academic year, engaging with the program from April 2017-April 2018



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**Job Responsibilities:**

- Mentors will represent NSFP and the University of Utah in a positive manner
- Mentors will be on time for and attend all official CLM trainings, meetings, and events (These include, but are not limited to, Peer Mentor Institute, Staff Retreat, August training, CLM Kickoff, Monthly Staff Meetings, Monthly CLM Events, Monthly Small Group Activities and Spring Retreat)
- Mentors will provide direction and guidance to a small group of students (not to exceed 15)
- Mentors will attend monthly staff meetings that will be held on **the first Monday & Thursday of each month in the Union.**
- Mentors will attend the official CLM main event each month
- Mentors will create an online profile on the NSFP website that will include a photo and list personal information such as hometown, major, campus involvement, and other interests and identifiers
- Mentors will plan and implement at least one small group event per month
- Mentors will have two points of contact with each of their mentees per month outside of official CLM events, which can be accomplished through small group events, individual interactions, emails, or text messages (At minimum, Mentors should see their mentees in person at least once a month)
- Mentors will complete monthly progress reports detailing their small group communication, progress, updates, as well as any concerns
- Under the supervision of the Assistant Director and Graduate Assistant, Mentors will fulfill the expectations of their position to the best of their ability during the tenure of employment
- Mentors will agree to both formal and informal evaluations during both the Spring and Fall semesters
- Mentors will commit to a high level of personal ethics and responsibility during the tenure of employment, and as such, will refrain from engaging in romantic relationships with mentees, will refrain from drinking alcohol with or around mentees, will not engage in illegal behavior, and will not be absent without notice
- Mentors will agree to reduced compensation and/or termination at the discretion of the Assistant Director and Graduate Assistant if expectations are not being met.

**Important Dates:**

March 1	CLM Apps Available
March 6-23	Interest Meetings - <b>Mandatory event!</b> ( <a href="#">For days/times, check our website</a> )
March 29	Apps Due Online by 5pm
March 30-31	Group Interviews
April 4-6	Personal Interviews
April 12	Notification
April 21	Peer Mentor Institute (11:30pm-6:00pm) – <b>Mandatory event!</b>
April 28-29	CLM Staff Retreat – <b>Mandatory event!</b>
Summer	CLM Recruitment and Communication
August 18	CLM Staff Training (9am-4pm) – <b>Mandatory event!</b>
August 24	Fall Kickoff Event (4-7pm) – <b>Mandatory event!</b>
Sep 4 & 7	First Monthly Staff Meeting– <b>Mandatory event!</b>
January 5	Spring Retreat– <b>Mandatory event!</b>

*All mandatory event dates are set and you are required to attend. If you are not able to attend, you will be subject to termination.*

**Compensation:**

- Mentors will receive a total of \$1000 (less taxes) that will be distributed in equal installments throughout the Fall and Spring semesters.
- Mentors will be able to attend official CLM events free of charge

***Any questions should be directed to [clm@utah.edu](mailto:clm@utah.edu) | Thank you for your interest and application!***