2020 - 2021 Campus Life Mentor | Position Description

Office of Orientation & Transition | Mission Statement
The Office of Orientation & Transition welcomes each new University of Utah student and their family and connects them to personalized support and meaningful opportunities by promoting academic excellence and successful transitions.

The Office of Orientation & Transition provides key programs and activities focused on orientation, transition, and retention. These include intentional orientation and welcome programs, first-year and second-year student programs, transfer student programs, parent and family programs, and communications.

Core Values
Embrace and Drive Change | Work as a Team, Build a Family
Pursue Growth and Learning | Advocate for Social Justice

About Us
To support these efforts, The Office of Orientation & Transition hires undergraduate peer mentors who serve as resources and role models to new students by helping them transition and acclimate to the University of Utah during their first year.

Campus Life Mentor Overview
The Campus Life Mentor (CLM) position provides students the unique opportunity to mentor First-Year students at the University of Utah. CLMs are hired to ease the transition of new first-year students. The program is designed to engage first-year students with the University of Utah and surrounding campus community during their first year. CLMs aid in the academic, social, and cultural acclimation to the University. CLMs provide individualized, holistic support to their mentees by building genuine relationships.

Campus Life Mentor | Mission Statement
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.

CLMs are official representatives of The Office of Orientation & Transition and the University of Utah; therefore, CLMs should act accordingly, as student leaders with a high standard of professionalism and good judgment. CLM’s are supervised by an Assistant Director & Graduate Assistant.

The CLM position description is meant to provide more information for students interested in the Campus Life Mentor position. To officially apply, you MUST submit an online application. Apply online at orientation.utah.edu and click “Join our Team”
Qualifications:

• Must commit to an employment period that formally begins in April 2020 and formally ends in April 2021
• Must be in good academic and disciplinary standing with the university, as well as be a full-time undergraduate student for the 2020-21 school year
• Must have and maintain a minimum 2.5 cumulative GPA
• Must be committed to making a difference in the lives of their peers and the University of Utah campus community
• Must commit to reaching out to their mentees at least once a week
• Must be available and plan to meet with their mentees once monthly.
• Must possess strong communication and interpersonal skills
• Must display a positive attitude, strong work ethic, and maintain timely response times when contacted by their mentees
• Must display professionalism and school spirit
• Must role model behavior that is reflective of a campus leader, both in person and through all forms of communication and social media
• Must be committed to having a new learning experience
• Must create an inclusive and welcoming environment
• Must be able to receive and give feedback in a professional manner

Timeline of Important Dates 2020-2021 (*subject to change):

February 28th: CLM Application Open
April 3rd: CLM Applications Due
April 8th – April 15th: CLM VIRTUAL Interviews
April 22nd: CLM Notification
By May 8th: Hiring Process (w/ Human Resources)
By May 8th: All CLM’s must complete Virtual Training – MANDATORY
August 15th & 15th: CLM Training, In Person - MANDATORY
August 22: New Student Welcome
August 28: Block U Class Picture
September 3: CLM Kick-Off, 3:00 – 5:00 PM - MANDATORY

Compensation:

• CLM’s will be compensated with a $1200 stipend for the 2020-2021 summer and academic year ($500 per semester)

<table>
<thead>
<tr>
<th>Jun. 7th</th>
<th>Aug. 7th</th>
<th>Oct. 7th</th>
<th>Dec. 7th</th>
<th>Feb. 7th</th>
<th>Apr. 22nd</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>$100</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
</tr>
</tbody>
</table>

Online Application Deadline | APRIL 3RD - EXTENDED | submitted by 11:59pm

If you have any questions about this position or application process, please contact the Office of Orientation & Transition – orientation@utah.edu or (801) 581-7069