About the Campus Life Mentor (CLM) program
Campus Life Mentors engage new students in one on one interactions with current University of Utah students who connect them to resources at the University of Utah, surrounding campus community, and the greater Salt Lake City during their first year.

CLM Mission
Campus Life mentors provide new students with immediate connections 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
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. Campus Life Mentors are successful students from a variety of backgrounds who serve as role models to new students by helping them acclimate to the University of Utah through individual interactions as well as small and large group events in the fall and spring semesters. Mentors accomplish their goals by providing supportive environments, nurturing positive relationships, sharing experiences, providing resources for student success, and encouraging involvement across campus.

*Application Deadline: Monday, March 18, 2019, submitted online*

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

Qualifications:
- Must be a current University of Utah undergraduate student who has completed at least one semester and will not graduate before Spring 2020
- Must be in good academic and disciplinary standing with the university
- Must have and maintain a minimum 2.75 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

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 2019-April 2020

Job Responsibilities:
- Mentors will initiate contact with mentees at least one time before school with a phone call, more than once is preferred. When school year starts, Mentors will write a handwritten letter welcoming mentees to the University of Utah, and providing up to date contact information.
- Mentors will represent Office of Orientation & Transition and the University of Utah in a positive manner
CAMPUS LIFE MENTOR PROGRAM
STUDENT MENTOR
2019-2020 POSITION DESCRIPTION

- Mentors will be on time for and attend all official CLM trainings, meetings, and events (These include, but are not limited to, New Hire Staff Retreat, August Training, Fall and Spring Kickoffs, monthly staff meetings and monthly small group activities)
- Mentors will provide direction and guidance to a small group of students
- Mentors will attend monthly staff meetings in the Union (Date TBD depending on everyone’s semester schedule)
- Mentors will do one regularly scheduled in office hour a week
- Mentors will plan and implement at least one small events each month with their mentees (these small group activities are not funded by the office)
- Mentors will communicate one on one with each mentee each month, preferably in person
- Mentors will have two points of contact with each of their mentees per month, which can be accomplished through small group events, individual interactions, emails, or text messages
- 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 (subject to change):

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 22</td>
<td>CLM Apps Available</td>
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<tr>
<td>March 18</td>
<td>Application Due Online</td>
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<td>March 25-29</td>
<td>Individual Interviews</td>
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<td>April 2</td>
<td>Notification</td>
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<td>April 8-29</td>
<td>One-on-One meeting with supervisors, and New Hire paperwork</td>
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<td>May 30-Aug 1</td>
<td>CLM Recruitment and Communication at New Student Orientation –</td>
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<td>Additional Pay Opportunities</td>
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<td>Fall First Year NSOs (3 – 5 pm in the Union)</td>
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<td>August 15-16</td>
<td>Staff Training – Mandatory event!</td>
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<tr>
<td>August 15-25</td>
<td>Welcome Week</td>
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<tr>
<td>August 17</td>
<td>New Student Welcome (10:30-1:00pm) Mandatory Event</td>
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<td>August 24</td>
<td>Block U Class of 2023 Picture (4:00PM) - Mandatory Event</td>
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<tr>
<td>August 29, 2019</td>
<td>Fall Kickoff Event (4 – 7 pm on campus) – Mandatory Event!</td>
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<tr>
<td>January 2020</td>
<td>Spring Staff Training - Mandatory event!</td>
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<tr>
<td>January 2020</td>
<td>Spring Kick Off (TBD)</td>
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Compensation:

- Mentors will receive a total of $1200 (less taxes) that will be distributed in equal installments throughout the fall and spring semesters. (Oct 7, Dec 7, March 7, April 22)
- Monthly Reports must be filled out on time, and Mandatory Meetings must be attended. There will be deduction from the mentors’ stipend each time a report is late or Mandatory event is missed without cause.
- Mentors will be able to attend official CLM events free of charge
- Mentors can earn additional pay throughout the summer and academic year. Compensation will vary depending on the event.

Any questions should be directed to clm@utah.edu | Thank you for your interest and application!