2021 - 2022 Campus Life Mentor | Position Description

Office of Orientation & Transition | Mission Statement
The Office of Orientation & Transition (O&T) 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 the Assistant Director & Graduate Assistant.

The CLM position description is meant to provide more information for students interested in the Campus Life Mentor position. The expectations laid out in this document are accompanied by the Campus Life Mentor contract for the 2021 – 2022 academic year.

Qualifications:
• Must be a current University of Utah student who has completed at least one year and will remain a full-time student through Spring 2022
• Must maintain a minimum 2.5 cumulative GPA and maintain good disciplinary standing with the university
• Must possess strong communication and interpersonal skills
• Must be comfortable navigating communication in an online environment
• Must be willing to go the extra mile to guide mentees to success
• Must be committed to making a difference in the lives of their peers and the University of Utah campus community
• Must be available and plan to meet with their mentees once monthly. This meeting can take place virtually or in-person at the safety discretion of the individual parties
• Must display a positive attitude, strong work ethic, and maintain timely response times when contacted by their mentees
• Must role model behavior that is reflective of a campus leader, both in person and through all forms of communication and social media
• Must commit to an employment period that runs from July 2021 and ends in April 2022

Job Expectations
• Mentors will provide consistent and meaningful direction and guidance to a group of new first-year students throughout their first year
• Mentors will commit to one office hour per week of work
• Mentors will send at least one message to their mentees per week while maintaining and engaging in individual conversations
• Mentors will engage in 1:1’s with their supervisor twice per semester
• Mentors will meet communication requirements through the course of their employment in a timely and effective manner
• Mentors will be on time for and attend all official CLM required trainings and events
• Mentors may not be absent from events without 24-hour notice
• Mentors will represent O&T and the University of Utah in a positive manner
• 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

Timeline of Important Dates 2021-2022 (*subject to change):

March 8th
April 2nd
April 5th – April 9th
April 21st
April 23rd
May 2021 – August 2021
Week of August 3rd
Week of August 23rd
Fall 2021

CLM Application Open
CLM Applications Due
CLM VIRTUAL Interviews
CLM Offer Notification
Position Acceptance
Virtual Training – Asynchronous Canvas Page Available
Virtual Cadence Training – Synchronous
Virtual Team Training – Synchronous
Weeks of Welcome – CLM Kick-Off
Events TBD

Compensation:
• CLM’s will be compensated with a $1200 stipend for the 2021-2022 academic year that will be distributed in 4 installments throughout the Fall and Spring semesters.

The Campus Life Mentor position description is subject to change based on the situations surrounding COVID-19. The Office of Orientation & Transition will follow all University/State safety procedures and recommendations. 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

Online Application Deadline | Friday, April 2nd | Submitted by 11:59 PM