



2021 - 2022 Crimson Mentors | 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 and the Crimson Mentors

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.

Crimson Mentors | Overview

The Crimson Mentor (CM) positions provides new transfer students with an immediate connection to the University of Utah by pairing them with a personalized, trained student mentor whom will provide guidance, resources, advice, connections, and support. Through a shared connection of holding the identity of a transfer students, mentor and mentee create a relationship that builds a strong connection to the U and leads to a meaningful college experience. Crimson Mentors are experienced transfer students, from a variety of backgrounds, who serve as role models to new students. Mentors desire to instill a sense of confidence and community among their mentees.

Crimson Mentors | Mission Statement

To provide new transfer students with an immediate connection to the University of Utah by pairing them with a transfer students mentor who provide guidance, resources, and support through shared experiences.

CMs are official representatives of O&T and the University of Utah; therefore, CMs should act accordingly, as student leaders with a high standard of professionalism and good judgment. CMs are supervised by an Assistant Director & Graduate Assistant.

The CM position description is meant to provide more information for students interested in the Crimson Mentor position. Full responsibilities and expectations of Crimson Mentors are also found in the Crimson Mentor contract for the 2021 – 2022 academic year which will be provided upon hiring offer.



Qualifications:

- Must be a current University of Utah transfer student who has completed at least one semester 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 Transfer students each semester
- Mentors will commit to 5 minimum hours per month of work
- Mentors will engage in 1:1's with their supervisor twice per semester
- Mentors will send at least one message to their mentees per week while maintaining and engaging in individual conversations
- 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 CM 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 8 th	CM Application Open
April 2 nd	CM Applications Due
April 12 th - April 15 th	CM VIRTUAL Interviews
April 21 st	CM Offer Notification
April 23 rd	Position Acceptance
July 2021 – August 2021	Virtual Training– Asynchronous Canvas Page Available
Week of August 3 rd	Virtual Cadence Training – Synchronous
	Virtual Team Training – Synchronous
Week of August 23 rd	Weeks of Welcome – CM Kick-Off
Fall 2021	Events TBD



Compensation:

- Mentors will receive a pre-tax compensation total of \$1,200, that will be distributed in 4 installments throughout the Fall and Spring semesters.

The Crimson 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