

Transfer & Exchange Student Mentor (TXSM) Position Description

Position and department overview

Position Overview

The Transfer & Exchange Student Mentor is a yearlong student leader role that focuses on welcoming and supporting new students with their academic, social, and personal transition to WashU. Hired by Student Transitions & Family Programs (STFP), Student Mentors serve as resources for new students and their family members. They also assist WashU staff with planning and implementing Bear Beginnings: Transfer and Exchange Student Fall Orientation and Winter Welcome: Spring Exchange Student Orientation, as well as fall and spring events. Student Mentors play a crucial role in making the new student experience rewarding, fun, and successful.

Each Transfer or Exchange Student Mentor (TXSMs) is matched to a cohort of transfer students or exchange students and collaborates in units of 2 – 4 Student Mentors focused either on the transfer student experience or the exchange student experience. TXSMs meet and train together as one team. This position is co-supervised by a Student Executive Board Member (Exec) and professional staff members including the Associate Director, Coordinators, and NODA Interns.

Department Overview

Student Transitions & Family Programs (STFP) supports new students through their transition into the WashU community to assure they build and sustain their academic and personal goals. STFP brings together people, programs, and resources to provide an undergraduate experience of exceptional quality where all students are known by name and story.

Primary Duties:

1	Mentor and engage students through community building opportunities and initiatives	35%
2	Attend and participate in trainings to learn essential role responsibilities	30%
3	Attend and assist in the implementation of STFP programming and initiatives	25%
4	Perform other duties as assigned	10%

Essential Responsibilities and Important Dates:

1. *Attend trainings*

- Description: Trainings cover essential role responsibilities including facilitation, cultural competency, new student transition trends, helping skills, and logistics. Participation at all trainings is mandatory except for academic conflicts (examinations, tests, quizzes) or personal/familial emergencies (health, wellness, major event). All conflicts are collected at the start of the semester and must be cleared by the coordinator, aside from personal emergencies that arise throughout the semester, which should be immediately communicated to STFP.
- Required Trainings:
 - Spring TXSM Training: Completion of spring trainings, which may include Canvas modules, in-person meetings, and team meetings. Topics include TXSM resources, leadership development, and preparation for the TXSM role. As a TXSM, you complete the following:
 - TXSM Training 1: April 3, 2023, from 6:00 PM – 8:00 PM
 - TXSM Training 2: April 10, 2023, from 6:00 PM – 8:00 PM

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- TXSM Training 3: April 19, 2023, from 6:00 PM – 8:00 PM
- TXSM Training 4: April 24, 2023, from 6:00 PM – 8:00 PM
- Fall TXSM Training:
 - Camp WUSA: August 13 to August 17 9:00 AM – 5:00 PM
 - Fall Welcome August 18 – August 27, 2023
- 2. *Assist with STFP programming and initiatives*
 - Description: Attend and assist in the implementation of signature new student and family programs and STFP initiatives. Roles may include assisting with logistics, serving as an onsite resource or runner, directional and wayfinding assistance, engaging and mingling with guests and new students, packing, assisting with inventories, serving as a student representative and presence during sessions, and leading facilitation and conversation.
 - Bear Beginnings: Fall Welcome: Assistance and shifts are assigned through the STFP. TXSMs are required to be available with no outside conflicts, student group conflicts, or personal events for these days.
 - Dates: August 18 – 27, 2023
 - Winter Welcome: Spring Exchange Student Orientation: Assistance and shifts are assigned through STFP. Only TXSMs for Exchange Students are required to work winter welcome. Exchange Student Mentors are required to be available with no outside conflicts, student group conflicts, or personal events for these days.
 - STFP Programs and Events: Typically, this may include First Day, Symphony on the South 40, Parent & Family Weekend, and First Year Finale. TXSMs communicate and walk students to some events (Symphony on the South 40 and First-Year Finale). TXSMs work during Parent & Family Weekend.
- 3. *Mentor and Engage Students*
 - Description: Mentor and engage students through active and passive initiatives and community building opportunities. TXSMs are required to plan, document, and follow up on all programming. TXSMs are required to complete reflections and collect data for future events and programs.
 - Bear Essentials: Student Mentor Phone Calls
 - Call a list of assigned transfer students for introductions and to welcome them to WashU.
 - Email a list of assigned exchange students for introductions and to welcome them to WashU.
 - Engage with fall 2023 transfer or exchange communities on a digital platform during the summer.
 - Create digital connections and spaces for Student Mentor student cohort.
 - Fall and spring engagement with new students
 - Host small group programs and meetings, which may include semester cohort lunches, academic programming, and various recreational activities.
 - Communicate with students consistently and provide check-ins and meetings.
 - Individual mentorship
 - Student Mentors maintain notes regarding their engagement with students.
 - Student Mentors may opt to do additional work with STFP as additional hours.

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- In March 2024 and April 2024, Student Mentors deliver targeted intervention and check-ins with students identified as needing support in their transition.
 - Academic programming
 - Maintain sharing of academic resources and calendars.
 - Host programming and notify students about major academic milestones. Programming may be held during TXSM Hours or through communication platforms.
 - Send emails and messages notifying students about major academic milestones.
 - Messages and emails are sent regarding add/drop deadlines, pass/fail deadline, first examinations and evaluations, preparing for meeting with four-year advisors, course registration, and withdraw deadline.
 - Transfer Student Mentor: Monthly Community Program
 - Collaborate with a team of Transfer Student Mentors to host one program off-campus per month in the fall and spring semesters as permitted by university guidelines.
 - Exchange Student Mentors: Monthly Community Program
 - Collaborate with team of Exchange Student Mentors to host one program off-campus per month in the fall and spring semesters as permitted by university guidelines.
- 4. *Serve as a role-model*
 - Description: Serve as a role model and STFP representative for the new student experience in the university community.
 - Assist with TXSM Recruitment: Roles may include assisting with tabling, activity fairs, doing individual reach out, social media initiatives, or speaking as a representative of STFP.
 - Partnership with Office of International Students and Scholars: Participate in international transfer and/or exchange student-facing programming.
- 5. *Share Title IX information*
 - Description: Student Mentors are required to share information with their supervisor and/or the Title IX Coordinator if a student on their student cohort discloses or they otherwise become aware of concerns of sexual harassment, sexual or relationship violence, or stalking.

Qualifications & Experience Required:

- Be returning, full-time undergraduate students for the fall 2023 semester, studying on the Danforth campus, assuming a fully in-person semester. If university policy permits hybrid study, TXSMs may study remotely. TXSMs may study abroad spring 2023 or spring 2024 with notice to the Associate Director. If studying abroad, responsibilities may change accordingly.
- Must be in good academic and conduct standing for the 2023 spring, summer, and fall semesters as well as the 2024 spring semester.
- Be approachable, dependable, dedicated, knowledgeable, adaptable, and a role model.
- Maintain a cumulative GPA of 3.0 or higher and a semester GPA of 3.0 or higher during semesters employed. Applicants who have under a 3.0 cumulative GPA may still apply, however STFP will consult with your 4-year academic adviser.

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- You may not serve as a TXSM if you are in a position or role that conflict with the dates stated previously.
 - Due to TXSM responsibilities in August that require a heavy time commitment and flexible schedule (i.e., Bear Beginnings), positions that may preclude an individual from serving in the TXSM role include Resident Advisor, CS40 Executive Board, Student Union Executive Officer, or Student Technology Coordinator.
 - Barring exception from the Associate Director, TXSMs are unable to take summer classes that conflict with August training. No exception is granted to summer courses taken away from Washington University in St. Louis in conflict with August TXSM Training.
 - TXSMs are eligible to serve as an Aspirational Peer Mentor (APM) in the Deneb Stars, First-Year International Leader (FYI Leader), Academic Mentor (AM), or Peer-Led Team Learning (PLTL) leader.
 - TXSMs must be available during all dates and times described above; conflicts or anticipated conflicts must be addressed with the Associate Director before selection.
 - Please contact [Student Transitions & Family Programs](#) with further questions pertaining to eligibility

Compensation and Benefits:

- TXSM is a compensatory position. TXSMs are paid \$13 per hour. TXSMs work approximately 150 hours starting in August through May the following year, including overtime dedicated to trainings, event implementation, and programs for new students, and task completion aimed at new student transition.
- Those who serve in the role are provided meal cards for early return to cover food expenses during the period when meal plans are unavailable. STFP covers all early arrival housing costs. STFP provides TXSMs with a uniform (staff shirts, overwear, and a nametag).

How to Apply:

Please submit application materials via newstudents.wustl.edu. Applications close on Thursday, February 9 at Noon CST. Applicants are asked to provide information in a form, and provide a resume and cover letter. Applicants are notified via if they have been selected to move onto the next round.

More Information:

For questions or more information, please [email Renaldo Luna Gacad](#), Associate Director of Student Transitions & Family Programs, or call Student Transitions & Family Programs at 314.935.5040.