2018 Summer Start Mentor Job Description

Summer Start is a five-week residential program that provides incoming first-year students with the opportunity to take two courses, live in the residence halls, and build community with their peers. This inaugural summer is expected to serve 75-90 incoming WashU students.

Summer Start Mentors will serve as peer mentors and the primary point of contact to new students during the program. They assist with the implementation of the five-week experience through both formal and informal interactions including programming, small groups, meals, and individual coaching conversations. Summer Start Mentors stay overnight in the residence hall with new students during the program.

Throughout the five weeks, Summer Start Mentors serve as resources and mentors for new students as they navigate taking college-level courses, the WashU campus, and St. Louis community. They will work to develop relationships, act as a catalyst for a sense of belonging, and create an environment where incoming students get a glimpse at their life as a WU student. In this way, Summer Start Mentors play a major role as ambassadors to the university and helping new students in a critical transition to the WU community.

The Summer Start Mentor position requires a dedicated student staff that has a strong interest in creating welcoming and memorable experiences for new students transitioning into the Washington University community. Summer Start Mentors need to exhibit a good work ethic, desire to grow, and a willingness to connect with others. Successful Summer Start Mentors are able to problem solve autonomously and work with a team of other student Mentors.

QUALIFICATIONS

- Exhibit mentorship potential
- Exhibit a commitment to the University mission
- Exhibit a strong commitment to becoming informed and knowledgeable about the University’s academic and community expectation policies and procedures
- Possess the following personal qualities:
  - Mature, responsible, takes initiative, motivated, team player, punctual, positive attitude, open-minded, dependable, flexible
- Exhibit strong interpersonal and group presentation skills
- Demonstrate the ability to work with a diverse group of people, including students, staff, and faculty
RESPONSIBILITIES

1. Attend and participate in spring and summer training sessions

2. Assist with program logistics including, but not limited to, participant move-in and move-out, welcome, evening, and weekend social activities

3. Facilitate small group interactions and discussions on various topics including transition to college, academic success, and student life

4. Live in the residence halls with the program participants and assist with any issues that may arise overnight

5. Work closely with the peer and professional supervisors to plan and facilitate programs and activities for the participants

6. Summer Start Mentors work primarily in the evening and on weekends; Summer Start Mentors are expected to be on campus and available for the entirety of their employment
   a. Spend all evenings, beginning at 6:00 PM in the residence hall unless on a scheduled night off
   b. Spend all weekends in the residence hall unless on a scheduled night off
   c. Attend all evening and weekend social activities
   d. Eat evening and weekend meals with new students

7. Enforce University policies and procedures working with the program resident advisors, supervisors, and directors as needed

8. Respond to emergency situations

9. Serve in a on-call capacity throughout Summer Start program

TERMS AND CONDITIONS OF EMPLOYMENT

- Requirements: Summer Start Mentors must

  - Have completed at least one academic semester at Washington University in St. Louis

  - Be returning, full-time students for the fall 2018 semester and must remain in satisfactory academic and disciplinary standing for the spring 2018 semester

  - Have a cumulative GPA of 2.75 or higher by the end of the spring semester
    [First-year student applicants must have a 2.75 GPA or higher at the end of their fall semester to apply.]

  - Be in St. Louis and available from June 4th – July 15th
    - If you have a conflict with the dates listed above, please check with Katharine Pei (kpei@wustl.edu) before applying.
**Training:** Summer Start Mentors must be present for all scheduled training sessions and work assignments.

- **Spring Training:** Meetings will occur throughout the spring semester:
  - Meeting 1: Early April date TBD
  - Green Dot Training – April 8th in coordination with the RSVP Center
  - Meeting 3: Late April date TBD
- **Summer Training:** Will take place from June 4th – June 8th. During this time, Summer Start Mentors are expected to live on campus and be fully present for all training. Summer Start Mentors should expect to be busy all day for the entirety of training, beginning as early as 9:00 AM and ending as late as 9:00 PM.

**Summer Start:** Throughout the Summer Start period, Mentors will work approximately 20 hours per week and are expected to be available on weekday evenings and over the weekends.

- **Weekday evenings:** Summer Start Mentors should expect to be busy from 6:00 PM – 9:00 PM nightly. They will have dinner with the participants four weekday evenings Monday – Friday; one evening will be provided off each week, TBD with supervisor. In addition, they will host nightly check-ins with participants.
- **Weekends:** Summer Start Mentors are expected to participate in all weekend meals and social activities with participants. This will equate to approximately four hours on Saturday and four hours on Sunday. Exact programs and timing will be discussed with supervisors and the program director.
- Mentors are expected to work all day on July 4th.

**Summer Housing:** Summer Start Mentors will have an assigned room on the South 40 for the duration of the program. During the program, Mentors will stay overnight each evening from June 3rd – July 15th unless previously discussed with their supervisor. Because of the nature of the program, Mentors are not permitted overnight guests. Mentors who would like to stay on campus before June 3rd after July 15th, must arrange for their own housing.

**Summer Classes/Employment:** Summer Start Mentors may take one course per summer session II, II, or IV or work part-time. Summer Start Mentors may NOT enroll in Summer Session I courses as it conflicts with mandatory training. Part-time work can be no more than 30 hours per week. However, if working another position at WashU, you may not work more than 20 hours in the other position, a total of 40 hours per week for both positions. If receiving a research stipend, it typically makes you ineligible for other work on campus during the summer; please check with your PI to confirm. Other commitments may not involve evening or weekend hours. All commitments outside of Summer Start must be approved by the program director.

Summer Start Mentors MUST be available each weekday evening from 6:00 PM – 9:00 PM and on the weekends. No other commitments are permitted during training week June 4th – June 8th.
REQUIRED DATES

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Early April TBD</td>
<td>Spring training 1</td>
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<td>Sunday, April 8th, 10:00 AM – 4:00 PM</td>
<td>Green Dot Training</td>
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<tr>
<td>Late April TBD</td>
<td>Spring training 3:</td>
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<td>Sunday, June 3rd</td>
<td>Staff move into residence hall</td>
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<td>Monday, June 4th – Friday, June 8th</td>
<td>Required staff training</td>
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<td>Sunday, June 10th</td>
<td>Assist with participant move into residence hall &amp; welcome activities</td>
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<td>Saturday, July 14th</td>
<td>Assist with participants move out of residence hall &amp; closing activities</td>
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<td>Sunday, July 15th</td>
<td>Staff move out of residence halls</td>
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BENEFITS

- Be a role model for new students
- Significant mentorship experience and increase in knowledge of WashU
- Work in a team-oriented environment
- An opportunity to develop professional relationships with administrators, staff, and students
- An opportunity to develop numerous attributes that employers seek on a candidate’s resume, as identified by the National Association of Colleges & Employers. Some of those include:
  - Mentorship
  - The ability to work on a team
  - Problem-solving skills
  - A strong work ethic
  - Interpersonal skills
  - Organizational ability
  - Creativity
  - Networking
  - Facilitation

 COMPENSATION

- $8.00/hour – approximately 20 hours/week requires significant work on nights and weekends.
- Housing in a modern double residence hall on the South 40 during training and Summer Start programs (a $1,400.00 value)
- $200 in Bear Bucks and $200 in meal points

APPLY

- Visit firstyear.wustl.edu to apply
• Online application due by Noon on February 1, 2018
  o Please note that the application requires one recommendation, due by Noon on Wednesday, February 7th. Recommendations should be completed by a WashU faculty or staff member, current or former employer, or high school instructor or staff member.
  o The reference form can be found at https://firstyear.wustl.edu/recommendation/

• Questions may be directed to Katharine Pei at kpei@wustl.edu.