

New Student Orientation



New Student Mentor Application Packet 2009



New Student Mentor Job Description and Application Process

Program Description

The New Student Mentor staff will consist of individuals with a positive and fun attitude and a sincere desire to help welcome and motivate new students at Texas A&M University-Commerce and their families during their New Student Orientation session. They will comprise a dynamic group of current students who will seek to create an atmosphere that minimizes anxiety, promotes positive attitude and stimulates excitement for learning in order to help ease the transition to our campus. New Student Mentors will be responsible for introducing new students, parents and guests to the Texas A&M University-Commerce campus through well-organized, friendly and informative New Student Orientation sessions. They will be trained to provide excellent customer service as they provide general, yet accurate information regarding admission, financial aid, student life, student assessment and the student support services available on our campus. Finally, as a student representative, a New Student Mentor will serve as a role model providing a positive image and good character to prospective students and the community.

Skills and Qualities Desired in a New Student Mentor

- Possess the ability to communicate effectively both verbally and in writing with a diverse group of people and personalities.
- Exhibit leadership potential and eagerness to improve leadership and teamwork skills.
- Display a high degree of maturity, responsibility, professionalism, flexibility, motivation, integrity, initiative, respect and a strong work ethic.
- Possess a sincere passion and enthusiasm for Texas A&M University-Commerce.
- Ability to relate effectively to different cultures, backgrounds, lifestyles and personalities, and promote the benefits of diversity.
- Possess ability to manage time and multitask efficiently.
- Ability to effectively and positively work in and contribute to a team.
- Energy, creativity and a sense of humor.
- Ability to separate personal situations from the work environment.
- Special conditions of the position during peak times: Ability to work long hours that begin early in the morning and that end late at night (during overnight sessions), ability to remain outside for significant periods of time, and be responsible for transporting/setting up materials for Orientation sessions.

Duties of a New Student Mentor

After completing their required training students will be able to:

- Assist in the planning and implementation of the Orientation programs (New Student Orientation and Lion Camp).
- Act as a resource to incoming students and parents by sharing information about a variety of aspects regarding the A&M-Commerce community.
- Initiate and develop communication with students and family members attending New Student Orientation sessions.
- Work with faculty and staff members, fellow New Student Mentors, and members of the administration to facilitate the success of all aspects of the Orientation program.
- Positively represent and promote Texas A&M University-Commerce.
- Conduct well-organized, friendly, and informative campus tours.
- Represent all areas and organizations of Texas A&M University-Commerce equally and accurately to all new students.
- Provide accurate university information to new students and their families and refer them to the appropriate administrative, college or departmental offices when inquiries are beyond their knowledge base and when the question calls for a policy interpretation or decision.
- Answer general questions about the history, traditions, and mission of Texas A&M University-Commerce.
- Prepare, deliver, and lead effective discussions and presentations to Orientation participants.
- Effectively communicate and share their experience as a student at Texas A&M University-Commerce with new students and their families.
- Perform other duties as deemed necessary by the Coordinator of Orientation and Dean of Enrollment Management and Retention.

Training

The training and preparation of the students in the program will be a bi-weekly two-hour workshop. The workshop will be carried out in a seminar format with high involvement from students in the class activities, discussions and structured exercises. The workshop will meet on Wednesdays from 4:30PM to 5:30PM during the spring 2009 semester. Attendance to this training is mandatory and required to serve as a New Student Mentor.

New Student Mentors Report To

- Coordinator of Orientation, Luis Franco
- Dean of Enrollment Management and Retention, Stephanie Holley

Qualifications to Apply

The qualifications for a student to apply to be a New Student Mentor are as follows:

- Have completed one full semester (at least 12 hours) at Texas A&M University-Commerce by December 2008.
- Have at least a 2.3 overall GPA (3.0 if graduate student) at time of application and at end of each semester while in position.

- Be in good standing with the university and free from any academic or disciplinary probation or suspension.
- Be enrolled and maintain a minimum of 12 semester hours (9 if graduate level) for the Spring 2009 semester as a degree-seeking student.
- Must have the intent to enroll in the Fall 2009 semester and not graduate prior to December 2009.
- Must be present and work all summer orientation sessions and Lion Camp (see list of important dates given in this packet). Check your calendar for weddings, anniversaries, graduations, and other special events that may be important to you to be certain that you can commit and meet **ALL** of these responsibilities. Absences from training sessions and Orientations are excused **ONLY** for academic classes, illness or death in the family. Vacations, conferences and/or other jobs are **NOT** excuses for being absent from required Orientation events.
- Must be present and participate in bi-weekly Orientation Leadership Workshops and Orientation Retreat throughout the Spring 2009 semester. Attendance is mandatory, if schedule conflicts, then student should consider reworking class schedule or not being a New Student Mentor.
- New Student Mentors may hold outside jobs as long as it **does not interfere** with the fulfillment of the requirements of the New Student Mentor position. Orientation duties and events are a priority.
- **STUDENT MUST MEET AND COMPLETE ALL REQUIREMENTS IN ORDER SERVE AS AN ORIENTATION LEADER/NEW STUDENT MENTOR.**

Benefits

Service as a New Student Mentor will provide participants with experience and preparation in areas such as communication, leadership, problem solving, diversity awareness, public speaking, networking, event planning and management, and team building. These are all traits and characteristics that will make the participants more marketable and desirable to employers in today's workforce.

In addition, participation will broaden a student's understanding of Texas A&M University-Commerce and lead them to become more invested in the university and its success as they partake in the new student transition process.

In return for their service New Student Mentors will receive:

- Compensation at \$8.00 per hour.
- Meals throughout summer sessions and at retreat.
- Official shirt and other novelties/free stuff.
- Ability to have an early move-in to residence halls for Fall 2009.
- Great opportunity for personal and professional growth.
- Opportunity to be selected to attend regional and national professional conferences.
- Pride and satisfaction in knowing that they have made a positive impact in the lives of new Texas A&M University-Commerce students and their families.

Application Process

Applicants must follow the following steps and abide by the following guidelines and deadlines to apply for a New Student Mentor position:

1. **APPLY:** Applicants may pick up an application packet from the Orientation Office or they can access the application on-line by visiting <http://www.tamu-commerce.edu/orientation> and selecting the New Student Mentors link.
2. Obtain an official Slip of Good Standing from the Registrar's Office.
3. Submit a **COMPLETE** Application Packet which consists of:
 - New Student Mentor Application
 - Typed essay responses
 - Slip of Good Standing
 - Resume
 - Two (2) Recommendation Forms

Application packets are due by **5:00PM Monday December 1, 2008** and can be turned in to the front desk of the Admissions Office (Business Administration building first floor #180) or to the Office of Orientation (Business Administration building 2nd floor #259).

Late and/or incomplete application packets will not be considered

4. Have an interview with the Coordinator of Orientation and NSM Selection Committee at designated time.
5. All applicants will be notified via e-mail, letter and/or phone call **Monday December 15, 2008** concerning their acceptance or rejection as an NSM and must reply with their acceptance or rejection of offer by **5:00PM Thursday, December 18, 2008**.
6. All those offered a position and who accept must attend an Orientation Briefing on date indicated at time of offer.

Application Timeline

Application Deadline	Monday, December 1 by 5:00PM
Interviews	December 3-9, 2008 by appointment
Applicants Notified	Monday December 15, 2008
Orientation Briefing	January 28, 2009 (tentatively)

Important Dates

2009 New Student Orientation Sessions

Day	Date	Orientation Type
Friday or Saturday	April 24 or 25	Priority Orientation
Friday & Saturday	June 5-6, 2009	
Thursday & Friday	June 18-19, 2009	
Thursday & Friday	July 9-10, 2009	
Friday & Saturday	July 24-25, 2009	Honors College
Thursday & Friday	August 6-7 , 2009	
Wednesday	August 26, 2009	Not advertised. Late applicant/clean-up session

2009 Lion Camp

Thursday, August 27 – Saturday August 29, 2009

2009 Orientation Events (not required)

Regional Conference	February 20-22, 2009	Arlington, TX
National Conference	November 7-10, 2009	Anaheim, California

Time Requirements and Work Hours Expectations

If hired, New Student Mentors will have the following basic work hours and office time requirements.

- New Student Mentors will work about 15-18 hours for each Orientation session and about 30 hours for Lion Camp. This includes the event itself and set-up. Set-up takes place on the day before each event.
- New Student Mentors will work office hours as needed, but will be required to work a minimum of two hours per week (not including set-up and the event itself) from approximately mid-May to August.
- As student employees, New Student Mentors are permitted to, but not required to work a maximum of 19 hours per week.



Texas A&M University-Commerce Orientation New Student Mentor Application Packet

Deadline:
12/01/08
5:00pm

Thanks for your interest in the Orientation program and in this position! Please complete the following application. You must turn in two recommendation forms with this application. One must be filled out by a current TAMU-C faculty or full-time professional staff member (NOT from RAs, TAs, or Graduate Assistants) who knows you well enough to respond to the listed items. If this is your first semester, you may give one of these forms to community college or high school personnel.

Please type or print clearly. Do not attempt to recreate this form.



Personal Statistics

Name: _____ CWID: _____

Local mailing address: _____

City: _____ State: _____ Zip: _____ E-Mail: _____

Local phone: (____) _____ Cell phone: _____

Classification: _____ Major(s): _____ Minor(s): _____

TAMU-C Fall '08 expected semester GPA: _____ TAMU-C Overall GPA: _____

Credit hours COMPLETED at TAMU-C: _____ Overall credit hours completed: _____

Number of semesters you have attended TAMU-C: _____ Expected date of graduation: _____

Expected Hours: Spring 09: _____ Summer I 09: _____ Summer II 09: _____ Fall 09: _____

List all languages you speak fluently: _____

How did you find out about this position? _____

Will you commit to a full year, January 2009 - January 2010, of service? (Circle one) Yes / No

Are you in good standing with the university and free of any disciplinary/academic warnings, probation or suspension? (Circle one) Yes / No *If no, please attach an explanation in writing.*

If selected, could you attend bi-weekly training workshops (Wednesday 4:30-5:30pm) with a possible overnight retreat throughout spring 2009? (Circle one) Yes / No

If selected, would you object to having your information and photo posted on the Orientation and University web page? (Circle one) Yes / No

Return the completed application packet to the Office of Orientation (2nd Floor of BA #259). Submission of application by the Monday December 1, 2008 deadline at 5:00 p.m. is required in order to be considered. Incomplete and/or late applications will not be considered. Interviews will be granted to candidates with the best applications.



Campus Involvement and Leadership

List all organizations and service opportunities in which you are currently active, including offices you hold.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Previous leadership experiences you have had?

Do you have any experience working with and/or speaking to groups of students? If so, please explain.



Personal Attributes

Please rate yourself on the following qualities by circling the numbers (1 = poor; 5 = superior)

Demonstrate leadership skills	1	2	3	4	5
Maintain a positive attitude	1	2	3	4	5
Work well with others	1	2	3	4	5
Manage conflict	1	2	3	4	5
Public speaking skills	1	2	3	4	5
Manage personal stress level	1	2	3	4	5
Think fast on your feet	1	2	3	4	5
Approach challenges optimistically	1	2	3	4	5
Overall work ethic	1	2	3	4	5
Overall as a potential New Student Mentor	1	2	3	4	5

Do you have any special skills/talents (i.e. first aid, acting, musical, improv, technical, etc.)?

Awards/Honors you have received?

Please circle any of the following terms that describe you and complete corresponding blank:

- Transfer Student college/university: _____
- Commuter Student drive from: _____
- International Student country: _____
- Student Athlete sport(s): _____
- Honors Program Participant year(s): _____
- Orientation Student Mentor year(s): _____
- Lion Camp Volunteer year(s): _____
- Golden Leo year(s): _____
- Greek group: _____
- Housing Resident Assistant year(s): _____ hall(s): _____
- Study Abroad Participant country: _____
- National Student Exchange Program Participant country: _____
- Non-Traditional Student type: _____



Summer Obligations

Will you be attending summer classes? Summer one: yes no **Summer two:** yes no

Will you be living in Commerce during the summer? yes no **If yes – on campus or off campus**

Will you be working this summer? yes no

If yes, where will you be working and how many hours? _____

Do you have any other summer obligations (i.e. vacation, reunion, wedding, conference, etc.)?

If you are or have been employed at TAMU-C, please list where, when, and time commitment below. Include spring and summer semesters work plans.

If currently employed (other than at TAMU-C), please list where and time commitment below. Please include spring and summer semesters work plans.



Personal Philosophy

Please type your responses to ALL of the following questions on a separate sheet of paper. Limit to four pages.

1. What three aspects of the New Student Mentor position appeal to you most and why?
2. List and describe two personal strengths that you can bring to our team. List and describe one weakness and how being a New Student Mentor will improve it?
3. What is the purpose of an orientation program and how does it benefit students *and* TAMU-C?
4. What about Texas A&M University-Commerce has motivated and kept you enrolled?
5. Our university creed contains five core values: "ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others." As an A&M-Commerce student, identify which value you exemplify the most and give characteristics to support this value.



References and Certification

You must turn in two (2) recommendation forms with this application. One must be filled out by current Texas A&M University-Commerce faculty or full-time staff members (NOT RAs, TAs, or graduate assistants) who knows you well enough to respond to the listed items. If you are a first-semester student, you may give one of these forms to community college or high school personnel.

List the names and titles of the two (2) individuals who will be submitting the recommendation forms regarding your qualifications for this position.

1. _____
2. _____

By signing below, you acknowledge that you have read the New Student Mentor information packet, agree to abide by all terms if hired, attest that the information on this application is correct, and permit the selection committee to access your academic and judicial records with Texas A&M University-Commerce, as well as any self-representation you may have on the internet.

Signature of agreement: _____ Date: _____

Application Packet Checklist (only complete applications will be considered – use this checklist to help you)

- | | |
|-------------------------------------|----------------------------|
| ____ New Student Mentor Application | ____ Typed essay responses |
| ____ Slip of Good Standing | ____ Updated Resume |
| ____ Two (2) Recommendation Forms | |

2009 Orientation New Student Mentor Recommendation Form (Page 1)

Applicant: Complete this section prior to distributing to your reference

Name of Applicant: _____ Phone: _____
The Family Educational Rights and Privacy Act of 1974 provides students the right to access this form. This right may be waived, but no school or person can require the student to waive this right. Check the desired statement and sign below.
____ I waive my right to review this recommendation form.
____ I do not waive my right to review this recommendation form.
Signature of Applicant: _____ Date: _____

To the Reference:

The Office of Orientation and Retention is seeking exceptional students to serve as New Student Mentors. If selected, this student would serve on the orientation staff and assist in the welcoming and transition of new students and their families. The applicant's ability to communicate effectively is crucial. You can assist in the selection process by answering the following questions in regard to the applicant's ability to contribute and succeed as a member of the New Student Orientation program.

Name of Reference: _____ Title/Position: _____
Department/College: _____ Phone: _____
How long have you known the applicant? _____ In what capacity? _____

Personal Characteristics: Check all that apply to and describe the applicant.

- | | | | | |
|--|-------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Accepting of others | <input type="checkbox"/> Creative | <input type="checkbox"/> Insightful | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Reserved |
| <input type="checkbox"/> Approachable | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mature | <input type="checkbox"/> Patient | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Emotional | <input type="checkbox"/> Motivated | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Ethical | <input type="checkbox"/> Open-minded | <input type="checkbox"/> Practical | <input type="checkbox"/> Temperamental |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Honest | <input type="checkbox"/> Organized | <input type="checkbox"/> Punctual | <input type="checkbox"/> _____ |

Strengths and Weaknesses:

What are this applicant's two biggest strengths?

What are this applicant's two biggest weaknesses?

Abilities: Use the scale below to assess the applicant's ability in the following areas.

5=Excellent 4=Good 3=Average 2=Fair 1=Unacceptable NA=Not applicable

- | | |
|--|---|
| ___ Communication skills (oral and written) | ___ Ability to manage time and finish tasks on time |
| ___ Predisposition for teamwork | ___ Ability to work with a diverse population |
| ___ Leadership abilities | ___ Ability to accept responsibility for own actions |
| ___ Respect for authority | ___ Ability to speak in front of small and large groups |
| ___ Relationships with peers | ___ Ability to listen and follow directions |
| ___ Willingness to take initiative | ___ Ability to think fast on their feet |
| ___ TAMU-C Pride | ___ Ability to present a positive image of TAMU-C |
| ___ Ability to cope with stress | ___ Knowledge of university resources and services |
| ___ Ability to relate well to students and parents | |
| ___ Ability to solve problems | |

Please complete page 2 of form

2009 Orientation New Student Mentor Recommendation Form (Page 2)

Explanation of Ratings

If you rated the applicant as a 1 or 2 in any area, please elaborate below:

If you rated the applicant a 5 in any area, please elaborate below:

Could you picture this candidate conducting clear and organized campus tours for large groups?
YES / NO Why?

Do you think this candidate is someone that students could relate to easily? YES / NO Why?

Do you think this candidate is someone that parents could relate to easily? YES / NO Why?

Additional Comments

Please be specific and feel free to attach additional sheets to this form.

Final Recommendation

Please check one:

I recommend this applicant without reservations as an excellent candidate to Orientation.

I recommend this applicant as a good candidate for a New Student Mentor position in Orientation.

I have some reservations, but believe this candidate has a reasonable chance of success.

I have substantial doubts about this applicant's ability to serve as a New Student Mentor.

I do not recommend this applicant for employment as a New Student Mentor.

Signature of reference

Date

Thank you for serving as a reference for this Orientation New Student Mentor applicant. Your feedback is crucial to our selection process. Please return this form, in a sealed envelope signed across the seal, to the applicant so he or she may submit a complete application packet by 5:00 p.m., Monday December 1, 2008.