**New Student Mentor/OA Leader Agreement**

**2017-2018**

The New Student Mentor position is a unique opportunity to welcome and support the transition of new students into the Pitzer College community. Mentors assist all incoming students and educate them on campus resources, academics, and co-curricular activities. Mentors also serve as OA Leaders, spending four days on trips with 10-15 new students and co-leaders around the greater Southern California area, with the goal of fostering the development of meaningful relationships between new students. Mentors are expected to support the ResLife program in developing a sense of community and supporting the needs of first year and transfer students.

**Qualifications**

* Candidates must be full time students in good academic standing with a cumulative GPA of at least 3.0 or higher.  Students on academic probation are not eligible.
* Candidates must be in good judicial standing.
* Candidates should be students with strong interpersonal, organizational, communication, and team building skills who are committed to Pitzer College.

**Position Responsibilities**

The following outlines the major responsibilities of a New Student Mentor and OA Leader. Individual mentors may be expected to perform additional functions, which meet the needs of a given population.

### New Student Mentor

### General Expectations

* Mentors are leaders and role models for Pitzer College. They must abide by, and uphold all College and Residential Life policies and procedures.
* Mentors may be involved in difficult situations throughout the course of the semester.  You are expected to provide support where appropriate, ask for guidance when needed, and connect to resources.
* Maintain good academic and judicial standing.

**Community Development**

* Have knowledge of your mentees, starting with each resident’s name, personal interests and reasons for attending Pitzer College.
* Act as a resource for new students, providing information about academics, co-curricular activities, student organizations and involvement.
* Assist The Office of Student Affairs staff to provide support to all new students.

**Administrative**

* Meet with the Director of Residence Life and/or Residence Director of Pitzer, Sanborn and Atherton Halls as requested to better meet the needs of new students.
* Attend mentor check- in meetings as requested.

**Orientation Expectations**

* After Orientation Mentor training, additionally report to the Director of Student Activities & Orientation until the end of Orientation.
* Assist with New Student and Returning Student move-in days.
* Serve as an OA Leader. See **OA Leader** essential functions below.
* Lead Orientation Mentor meetings, escort new students to various required orientation programs and ensure attendance as needed. Assist new students with academic questions and class registration.
* Help facilitate discussions about campus life for new students and attend orientation social events with new students.

### OA Leader

* Help the OA Coordinators set the vision for the trip activities and logistics
* Build relationships and provide support to OA participants
* Facilitate a safe, welcoming and enjoyable experience for OA participants
* Appropriately represent Pitzer and the Office of Student Affairs, while providing a student perspective about college life
* As a team, use each OA leader’s individual strengths and training to successfully execute an OA trip

**Terms and Conditions**

* Write a welcome note to new students during the summer. (Due in Early May)
* Participate fully in fall training. Return to campus on Sunday, August 13th, 2017. Mentor training begins at 8:00 AM on Monday, August 14th and goes through Tuesday, August 15th, 2017.
* Participate fully in OA Leader training on Wednesday, August 16th through Friday, August 18th, 2017 and OA trips and Orientation events from Saturday, August 19th through Monday, August 28th, 2017.  Classes start Tuesday, August 29th, 2017.
* Assume other responsibilities as assigned by the Director of Residence Life and the Residence Director of Pitzer, Atherton, Sanborn Halls, and the Director of Orientation.

**Financial Remuneration**

* $600 stipend for fall semester. NOTE: Stipend is subject to adjustment.
* Eligible to secure a single or double room in the first year residence halls (Pitzer, Sanborn, Atherton) without going through Room Draw process. Still responsible for all room charges. Mentors may also have the option of living in Mead or WES halls, but will have to go through the room draw process to secure one of these spaces.
	+ Students applying for the Mentor position that are requesting to live in a single room are encouraged to meet with Financial Aid to discuss individual award packages. Financial Aid does not typically assist in covering the cost of a single room, only a double room.
	+ Students are responsible for paying the cost difference of a double room vs. a single room out pocket.  The cost difference for a single room this year is $600 per semester ($1,200 for the academic year).  Please note that the single room rate may change for the next academic year and students will be responsible for paying the most current single room rate.
	+ Mentors will have the opportunity to request to move out of their single room and into a double room for second semester. Mentors are not guaranteed a single room outside of the PAS complex.

**Important Dates**

**Spring 2017:**

* April 8th 10AM-4PM: All OA Leader Training
* April 18th 6:30PM-7:30PM: Mentor Meeting

**Fall 2017:**

* Aug 14th - 15th: Mentor Training
* Aug 16th - 18th: All OA Leader Training
* Aug 19th - 28th: New Student Orientation

**Acceptance of Position**

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| **Orientation Mentor Name (Please Print)** |  | **Date** |
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| **Orientation Mentor Signature** |  | **Date** |

By signing this agreement, you agree that you have read and understood the aforementioned terms, conditions and expectations and required dates stated above, and are accepting the position of New Student Mentor/Orientation Leader for the 2016-2017 school year. Again, we are honored that you want to be a part of the Residence Life program at Pitzer and we look forward to the possibility of having you on the team!

*Please know that due to the nature of the mentor program, this position description is subject to change.*