**First Year Mentor Position Description  
FIRST YEAR EXPERIENCE**

First Year Mentors are undergraduate student leaders who serve as a resource for first year students in the Office of Student Success and the First Year Experience, supporting students’ transition through the first year of college.

**Compensation:**

Mentors work 5-10 hours a week (depending on work study, schedule and availability) and are paid at a rate of $15.50 per hour.

**Structure:**

Mentors work out of the First Year Experience Office during normal business hours, Monday – Friday, 8:30am – 5:00pm. At times, mentors will be asked to adjust their schedule or work additional hours (based on availability and work study) to support specific evening and weekend events (announced well in advance). Mentors are provided supervision by graduate Student Success Coaches, Administrative Assistant, Assistant Director, and the Assistant Dean of Student Success and the First Year Experience.

**Position Responsibilities:**

* Provide guidance and support to new students on an individual and group basis through in-person and virtual interactions
* Serve as a member of the O-Team (Opening Team) at the start of the academic year which includes leading small groups during the first year day of service, helping run events, and supporting faculty as they lead first year reading experience discussion groups
* Assist in coordinating, staffing, and/or facilitating first year programs and events (both large and small-scale)
* Represent the office and institution at information tables during open houses/accepted student days
* Oversee FYE social media platforms by responding to student inquiries and posting university events and resources designed to support student success
* Conduct phone outreach each semester to check on first year student progress and offer support
* Submit blog posts based on experiences at Salem State, upcoming events, and/or tips/suggestions to be more successful in and out of the classroom
* Present workshops about topics centered on academic skills and behaviors needed to successfully navigate the college experience
* Assist in the development of resources and materials to support new students in their transition to the university
* Assist with general office functions (staffing the front desk, answering phones, hanging posters, etc. )
* Serve as a role model for new students and represent the Office of Student Success and the First Year Experience in a friendly and professional manner
* Attend all required training workshops and staff meetings
* Be familiar with university resources and initiatives
* Other duties as assigned

**Terms of Employment**

* Must be a current student and maintain full time status at Salem State University
* Must have a minimum cumulative and semester grade point average (GPA) of 2.5
* Must submit O-Team application when process opens (so contact information is available there)