

Orientation Mentor (OM) | Position Description

Updated Fall 2018

Overview

- The Orientation Mentors (OMs) are a group of 60+ student leaders who provide guidance, support, and information to new students and their families as they join the Wellesley College community through mentoring a group of new students, partnering with first-year faculty advisors, and executing New Student Orientation programming.
- OMs are tasked with supporting new students in their transition to Wellesley during New Student Orientation and their first semester, including, but not limited to:
 - Helping first-year, transfer, and exchange students acclimate to the college environment, and introducing them to the intellectual, interpersonal, multicultural, technological, and institutional facets of student life at Wellesley College.
 - Contributing to new students' personal development as independent thinkers, and providing an informed perspective to new students as they begin to make meaning of their college experience.
- OMs are also tasked with executing New Student Orientation programming, including event set-up, facilitation, and clean-up, in addition to collaborating with first-year faculty advisors and staff members to jointly support new students in their transition.
- Supervision will be provided jointly by the Orientation Coordinators (OCs), Dean of First-Year Students, and Advisor for New Student Programs in the Class Deans' Office.
- In addition to traditional first-year students, some OMs support special populations, such as transfer students, gap-year students, exchange students, and students in the Wellesley Plus program.
- *Note: The OM position is a combination of what were previously called Ask-Me Orientation Leaders and First-Year/Transfer Mentors in 2018.*

Timeline & Responsibilities

The following are anticipated responsibilities of this leadership position by season and are subject to change.

- **Spring:**
 - Attend the Spring training session(s) (unless currently studying abroad) in April 2019 - dates and times TBD.
- **Summer:**
 - Periodically connect electronically with the Orientation Coordinators (OCs) and professional staff in the First-Year Dean's Office throughout the summer to stay updated with pertinent information
 - Upon notification of Mentor Groups, electronically communicate to assigned mentees to facilitate introductions and disseminate necessary information as needed.
 - Arrive on campus by Sunday, August 18, 2019 to participate fully in Student Leader Training week (Monday, August 19 - Friday, August 23, 2019).
 - The 2019 New Student Orientation program will take place from Sunday, August 25, through Monday, September 2, 2019. OMs are expected to participate fully in all of New Student Orientation week, carrying out assigned duties including but not limited to:
 - Welcoming new students and families to campus on international student and domestic student move-in days, through helping guide traffic and move-in activities as they arrive.
 - Implementing New Student Orientation program events, including setting up, participating in, and cleaning up spaces for programming and events.

- Preparing for and facilitating Mentor Group meetings and discussions
 - Assisting students with course registration and related processes
 - Staffing the First-Year Dean's Office and managing daily office tasks
 - Accompanying students to campus programs and proactively getting to know new students
- **Fall:**
 - Plan and lead regularly-scheduled Mentor Group meetings and programs throughout the Fall semester and meet with individual students in the Mentor Group as appropriate.
 - Meet regularly with a group of other OMs led by an Orientation Coordinator (OC).
 - Participate in meetings and trainings led by the Advisor for New Student Programs and Dean of First-Year Students - dates & times TBD
- **Throughout:**
 - Work collaboratively with other departments and student leaders to enhance the experience of new students at Wellesley College.
 - Live in an assigned campus residence hall.
 - Be accessible by email (phone or text if necessary) to students in the Mentor group, other OMs, and professional staff members.
 - Participate in the Spring 2020 selection process for new Mentors for 2020.
 - Facilitate other programming and administrative duties as required.

Qualifications

- Rising sophomores (Class of 2022), juniors (Class of 2021), and seniors (Class of 2020) are eligible to apply.
- Orientation Mentors should have a thorough knowledge of Wellesley's campus, buildings, and offices; an understanding of the College culture; and a positive attitude and excitement about Wellesley.
- OMs should have a strong sense of self; clear enthusiasm for this opportunity; and demonstrated punctuality, responsibility, creativity, and follow-through.
- The ideal candidate will have a demonstrated commitment to the mission of the College, and a desire to work with other student leaders to promote learning and growth among students new to the Wellesley community.
- Excellent communication and collaborative teamwork skills are essential. An interest in learning new skills, a creative spirit, and a sense of humor are highly desirable.
- The Class Deans' Office and New Student Orientation Program are committed to equity, diversity and inclusion and encourage students from all backgrounds to apply.
- Students must be in good academic and disciplinary standing, in accordance with the Wellesley Student Handbook. More information: <https://www.wellesley.edu/advising/classdeans/handbook>.
- Candidates must be available and on the Wellesley campus for the Fall 2019 semester to fulfill all responsibilities of the position, detailed above.

Compensation & Benefits

- The Orientation Mentor position is a volunteer student leadership role with significant opportunities for leadership experience, personal growth, and developing relationships with students, faculty, and staff. The OM position is a highly visible role to new students, families, staff, and faculty and are considered representatives of Wellesley College. In addition to leadership experience, OMs will receive:
 - Authorization to move into their fall housing assignment prior to the opening of the halls for upperclass students, in addition to paid meals during Student Leader Training and New Student Orientation.
 - Orientation branded apparel and giveaways
 - Materials, supplies, and funds to be used for programs and services for new students
- Opportunities for training and experience in leadership, mentorship, interpersonal and group dynamics, campus resources, time and task management, working on a team, and developing a greater understanding of College offices and systems.
- Opportunities to hone communication skills through public speaking, electronic and written correspondence, and active participation in meetings and collaborative processes.

Contact Information

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