

WELLESLEY COLLEGE

OFFICE OF THE DEAN OF FIRST-YEAR STUDENTS

Orientation Mentor (OM) | Position Description | *Updated Fall 2019*

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 (NSO) programming.
- OMs are tasked with supporting new students in their transition to Wellesley during NSO 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 through programming, events, and info-sharing.
 - 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 supporting NSO programming, including working with Orientation Coordinators (OCs) to execute 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 OCs, Dean of First-Year Students, and Advisor for New Student Programs in the Office of the Dean of First-Year Students.
- 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: effective Fall 2020, the OM position's responsibilities will conclude with New Student Orientation.*

Timeline & Responsibilities

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

- **Spring:**
 - Attend Spring training session(s) (unless currently studying abroad) in April 2020 - 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.
- **OM Training & NSO:**
 - Arrive on campus by Tuesday, August 25, 2020 to participate fully in Student Leader and OM Training (Wednesday, August 26 - Friday, August 28, 2020).
 - The 2020 New Student Orientation program will take place from Sunday, August 30 through Monday, September 7, 2020. OMs are expected to participate fully in all of NSO 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 NSO program events, including setting up, participating in, and cleaning up spaces for programming and events.
 - Preparing for and facilitating OM 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
 - Participate in the Orientation Team End-of-NSO Celebration (including OCs, OMs, and pro-staff) during the first week of the semester - date and time TBD.

- **Post-NSO (Optional):**
 - Assist with new student programs hosted by the First-Year Dean's Office through event publicity, event execution, and participation throughout the academic year.
 - *Note: effective Fall 2020, the OM position's responsibilities will conclude with New Student Orientation.*
- **Throughout:**
 - Work collaboratively with other departments and student leaders to enhance the experience of new students at Wellesley College.
 - Live in an assigned residential neighborhood:
 1. East Side (Bates, Freeman, McAfee, Dower, Stone-Davis, etc.),
 2. Tower Complex (Tower, Claflin, Severance, Lake House, etc.), or
 3. The Quint (Beebe, Pomeroy, Cazenove, Shafer, Munger, etc.).
 - Be accessible by email (phone or text if necessary) to students in the OM group, other OMs, and professional staff members.

Qualifications

- Rising sophomores (Class of 2023), juniors (Class of 2022), and seniors (Class of 2021) 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 First-Year Dean's 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 2020 semester to fulfill all responsibilities of the position, detailed above.

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

New Student Orientation

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