TRANSFER MENTOR
2020-2021 Position Description

FULLY VIRTUAL PROGRAM FOR FALL 2020

Position Abstract
Transfer Mentors are selected student leaders who are responsible for assisting in creating a welcoming environment for new transfer students and assist in their overall transition to the College of Charleston. The Transfer Mentor position is a yearlong commitment.

These successful student leaders must have a passion for working with a diverse student population, be committed to student learning and development, be committed to diversity and social justice, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, and have an ability to plan and organize. In addition, the student leader should work towards an awareness of self and others to better meet the needs of the new transfer students in which they are serving.

Responsibilities:
- Aid in the successful transition of new transfer students by meeting regularly with mentees.
- Develop programming and activities for transfer students to enhance the transfer experience in conjunction with the Transfer Resource Center.
- Serve as a role model of positive behavior, representing the College of Charleston with pride and respect, in and out of the classroom. This includes how you represent yourself online through profiles, comments, and photos on social media.
- Maintain confidentiality of students, and maintain appropriate relationships.
- Promote a sense of belonging to the CofC community.

Qualifications:
- Must have transferred to the College of Charleston from a 2 or 4 year institution.
- Completed a minimum of 12 credit hours at the College of Charleston prior to applying to be a Transfer Mentor.
- Possess a minimum of a 2.5 GPA and maintain it throughout the Fall 2020 and Spring 2021 semester to retain leadership position.
- Be enrolled in a minimum of 12 credit hours for the Fall 2020 and Spring 2021 semesters.
- Must have a strong desire to assist transfer students with their personal and academic transition to CoFC assisting with topics included but not limited to: study skills, time management, campus and community involvement, academic transition, etc.
- Necessary personal characteristics for this leadership position include: high level of professionalism, positive attitude, knowledge of CoFC and pride in their CoFC experience, commitment to multiculturalism and inclusivity, ability to be a role model and mentor new students, sense of approachability, and strong communication skills.
Expectations:
- Participate in Transfer Mentor training at the beginning of each Fall and Spring semester.
- Attend monthly virtual Mentor Meetings with fellow mentors and TRC staff.
- Host or co-host a minimum of two “Transfer Chats” via Zoom each month for new transfer students to have their questions answered and build community.

Accountability/Appreciation:
- Transfer Mentors are supervised by the Transfer Resource Center staff.
- Transfer Mentors will be provided a shirt and name badge.

Time Commitment:
- Approximately 5-10 hours per month

Selection Timeline:
- Application due Wednesday, August 5, 2020.
- Interviews conducted August 3-14, 2020.
- Position notification no later than Friday, August 14, 2020.
- Mandatory Transfer Mentor Training TBD.