

UNIVERSITY OF
PITTSBURGH

studentaffairs

STUDENT LIFE
OFFICE OF FIRST YEAR EXPERIENCE

2019 First Year Mentor Position Description Office of First Year Experience

The Office of First Year Experience (FYE) recruits First Year Mentors to work directly with new student orientation and transition programs at the University of Pittsburgh. These individuals also support Pitt's Parent & Family Programs and work collaboratively with offices in the Division of Student Affairs and across the University. In the position, FYMs gain valuable experiences and skills in leadership, mentoring, group facilitation, public speaking, event planning, problem solving, and critical thinking.

First Year Mentor Position Description

Responsibilities:

- ▲ Represent the University of Pittsburgh and the Division of Student Affairs to all new students, parents, families, and guests
- ▲ Engage new students and their family members in all aspects of the orientation and transition experience
- ▲ Work with family members and support systems of incoming students to assist in their transition
- ▲ Serve as a positive role model, leader, and representative of the University of Pittsburgh
- ▲ Introduce students and families to the services, programs, resources, and involvement opportunities available at Pitt
- ▲ Support efforts to engage Pitt's commuter student and transfer student populations through events and outreach
- ▲ Collaborate with University partners on campus events and promote campus opportunities through various marketing outlets

Summer 2019

- ▲ **Panther Connect.** Assist with all aspects of Panther Connect, Pitt's on-campus summer engagement opportunity for new students. This includes, but is not limited to, retreat prep, check-in and check-out, group facilitation, team builder/icebreaker facilitation, leading retreat events/projects, participation in meals and evening activities, crisis response, and other tasks assigned by the Office of First Year Experience
- ▲ **Pitt's Welcome Week.** Assist with all aspects of Welcome Week. This includes, but is not limited to, the planning and coordination of Welcome Week events, marketing and communication to new students, event set-up/tear-down, and other tasks assigned by the Office of First Year Experience
- ▲ Fulfill administrative projects in Office of First Year Experience. This can include responding to emails, phone calls, and other day-to-day operations
- ▲ Work cooperatively with all University of Pittsburgh faculty, staff, administration, and students

Fall 2019

- ▲ **First Year Success Series.** Assist with the development and implementation of transitional programs during the Fall and Spring semester designed to engage new students in their college transitions
- ▲ Participation in all Fall and Spring meetings, and events during the Fall and Spring semester designed to engage new students – including but not limited to FYEs First Year Success Series, Global Getaway, Pitt Make A Difference Day and Pitt's Family Weekend
- ▲ Fulfill administrative projects in Office of First Year Experience. This can include responding to emails, phone calls, and other day-to-day operations
- ▲ Assist with the recruitment of the First Year Mentor team for the next year

Eligibility Requirements:

- ▲ Full time undergraduate enrollment at the University of Pittsburgh for Spring 2019 and Fall 2019 semesters
- ▲ Good academic and disciplinary standing at the time of application and throughout the duration of your employments
- ▲ Cumulative grade point average (GPA) of 2.5 or higher at the time of application and throughout the duration of employment.
- ▲ Participation in all First Year Mentor trainings and meetings, all Summer 2019 Panther Connect Retreat sessions and Orientation Week.
- ▲ On-campus housing is provided for FYMs throughout the summer (May – August). FYMs will be expected to live in provided housing.
- ▲ Unfortunately, due to competing schedules FYMs are not able to hold a Resident Assistant position.

Work Schedule and Terms of Employment:

*Please note: Exact dates of FYM Team training, Panther Connect Retreat sessions, Welcome Week schedule, and other FYM responsibilities are subject to change. Attendance at all scheduled FYM Team functions is **mandatory**. Tentative dates are as follows:*

- ▲ First Year Mentor Spring Meetings: Three (3), 1.5 hour meetings scheduled in April 2019
- ▲ First Year Mentor Move-In: May 11th – May 12th
- ▲ First Year Mentor Training: May 13th – May 24th (May 18/19th excluded)
- ▲ First Year Mentor Overnight Retreat: Tuesday, May 14th – Wednesday, May 15th
- ▲ Panther Connect Sessions
 - June 16/17, 20/21, 23/24, 27/28
 - July 11/12, 14/15, 18-19, 28-29
 - Aug 4/5
- ▲ ALL FYM Fall 2019 Preview Retreat: Thursday, August 8
- ▲ ALL FYM Welcome Week Meeting: Thursday, August 15
- ▲ Pitt's Welcome Week: Sunday, August 18 – Sunday, August 25
- ▲ Fall/Spring FYE Office Hours: up to 3 hours per week
- ▲ Fall/Spring FYE Event Hours: up to 20 event hours per semester
- ▲ Global Getaway Retreat: October 2019 (Fall Break)
- ▲ Family Weekend: October 2019
- ▲ Pitt Make A Difference Day: October 2019

Compensation and Benefits:

- ▲ FYM Stipend: \$500 (May, June, July, August); \$150 (September – April)
- ▲ Summer Housing in a University Residence Hall
- ▲ \$300 in Panther Funds (allocated in May and August)
- ▲ Meals during FYM Trainings, Panther Connect Retreat sessions, and Welcome Week
- ▲ FYM gear (i.e., polo shirts, t-shirts, quarter zip, etc.)

Benefits

- ▲ Student leadership development and training opportunities
- ▲ Large scale group facilitation opportunities
- ▲ Large scale event planning and implementation
- ▲ Work with university various departments, community partners, and city of Pittsburgh

Application and Selection Process:

- ▲ **Applications will be available starting 12/10/18 on fye.pitt.edu or in the FYE Office, 119 William Pitt Union**
- ▲ Completed applications are due Monday, February 25 by 5pm, delivered in person to the FYE Office
- ▲ Eligible candidates will schedule an individual and group interview. Interviews will take place between 2/26 – 3/8

First Year Mentor Application 2019

Office of First Year Experience

FYM Application Materials:

1. Complete application questions
2. Sign Candidate Authorization
3. Complete contact information sheet
4. Fill out information form for personal reference
5. Provide a current résumé

Completed application materials for the First Year Mentor position must be turned into the Office of First Year Experience (Room 119, William Pitt Union) by 5:00 p.m. on Monday, February 25, 2019. Candidates will be invited to sign up for an individual interview time slot when turning in their application.

Application Questions

Please use time and thought as you answer the next series of questions. Please feel free to type your responses out in a word document. We do read each section of the application and each response should be at least 300 words.

1. What is your motivation for applying to be a First year Mentor at the University of Pittsburgh?
2. Describe your character and what specific strengths you would bring to the greater FYM team.
3. Choose one of the following to answer:
 - a. What does diversity and inclusion at the University of Pittsburgh mean to you?
 - b. What does student leadership at the University of Pittsburgh mean to you?
4. Imagine you are a First Year Mentor. Please write a letter to an incoming Pitt student.
5. Optional - If you have attended a First Year Experience event (including Orientation Week events) what highlights and/or feedback do you have about the event(s)?
6. Optional – Is there any additional information that you would like to share? (Answers submitted will be kept private. Please know that we seek applicants who are different and who represent ALL aspects of the Pitt student body - examples could be group affiliations, personal identities, special interests, unique qualities that have shaped the person you are, etc.

Candidate Authorization

I authorize, through my signature below, the FYM Selection Committee to obtain information relating to my academic records. I understand that university officials are collecting this data to help determine my suitability and eligibility for the First Year Mentor position.

Signature: _____ Date: _____

Office Use Only

Date Received _____

Signature of Office Staff _____

Contact & Application Information

First Name, Last Name: _____

Gender/Gender Identity Expression: _____

Pitt People Soft Number: _____

Pitt 2P# (found on Pitt ID): _____

Local/Pitt Address (Street, City, State, Zip): _____

Pitt Email Address: _____

Contact Phone Number (Cell): _____

T-Shirt Size: _____ Birthday: _____

Year in College (Circle): **First-Year | Freshmen** **Sophomore** **Junior** **Senior**

Semesters at Pitt (Circle): **1** **2** **3** **4** **5** **6** **7** **8** **9** **10+**

Expected Graduation Date: _____

I came to Pitt as a (Circle): **New First-year | Freshmen** **Transfer Student**

If you did transfer, which institution(s) did you previously attend? _____

If you're an international student, where do you consider you home country? _____

Educational Information

What is your current major?: _____

If you're undeclared or changing your major, what are you changing your major to? _____

Last Semester's GPR/GPA: _____

Cumulative GPR/GPA: _____

*If you are a new student or don't have this information, please write N/A

Reference Contact Information

Name of Personal Reference: _____

Position or Title: _____

Email Address: _____

Phone Number: _____

How long have you know your reference and in what capacity?

