

Transfer Raider Guide Position Description



Employed by the Center for Student Success, Transfer Raider Guides serve as peer mentors and role models to new transfer students at the University of Mount Union assisting with their transitions to our campus. Throughout fall and spring orientation as well as the academic year, their primary role serves to foster positive relationships as they educate students on how to successfully navigate their fresh start on a new campus.

Raider Guide Responsibilities:

Transfer Student Orientation:

- Lead a group of new transfer students through their Fall and Spring Orientation experiences encouraging cooperative and respectful group interaction to spark connection and build rapport.

Work collaboratively with assigned TRF100 /TRF200 instructor to enhance students' new campus experience.

- Attend assigned class (8) times.
- Help to establish a sense of belonging and build institutional affinity.
- Create a welcoming atmosphere where new students feel safe, comfortable, and confident.
- Be a team player by listening to, considering, and integrating others' ideas.
- Promote involvement in academic programs, clubs/organizations, and opportunities with the surrounding community.
- Serve as a campus resource for academic departments and co-curricular programs.
- Serve as a liaison between new students and the professional staff.
- Become acquainted with each student in the course and encourage students to connect with one another through intentional activities.
- Conduct individual conversations with each assigned student once during the fall semester and once during the spring semester. Document each conversation and support students however needed.
- Hold two (2) weekly office hours in the Center for Student Success.
- Meet biweekly with the Director of Transfer and Readmission
- Attend coordinator team and staff meetings as necessary.
- Other duties as assigned.

Leadership

- Be an exemplary role model and mentor for new University of Mount Union students.
- Establish a positive working relationship with fellow staff members.
- Communicate consistently, effectively, and efficiently.
- Demonstrate professionalism, punctuality, maturity, and a positive attitude.
- Maintain confidentiality to ensure safety and privacy.
- Follow expectations of the position.
- Willingly assume responsibility.

Qualifications:

Those hired for the position must meet the following:

- Maintain a minimum semester and cumulative GPA of 2.5.
- Remain in good academic and disciplinary standing with the university.
- Be involved on campus in some capacity (i.e., extra-curricular activities, athletics, etc.).
- Use appropriate and inclusive language at all times.
- View the University of Mount Union in a positive light.

Compensation & Benefits:

Those hired for the position will receive the following:

- Extensive leadership training and opportunities for personal growth
- Official Raider Swag - nametag, UMU shirt, etc.
- Stipend of \$1,200 (\$700 for fall semester and \$500 for spring semester)

Terms of Employment:

Eligibility for the position is contingent upon the following:

- Attendance at all training dates and required meetings (dates to be determined).
- Fulfillment of job requirements at fall orientation and throughout the academic year (dates below).
- Uphold community standards and abide by the Student Code of Conduct as outlined in the [Student Handbook](#).
- Represent the Center for Student Success, the Division of Academic Affairs and the University of Mount Union appropriately.

2024-2025 Required Dates:

Required events for the position include the following:

- Staff Meet 'N Greet (Spring 2024 Semester – April)
- Training the week leading up to Orientation
- Transfer Student Preview July 11, 2024
- Transfer Student Orientation: August 23, 24, or 25, 2024 (One day to be determined)
- Available for one of the TRF100/ TRF200 time slots during the fall and spring semester
 - T 2:20-4:00
 - R 2:20-4:00

Students must be available for all dates and times listed above. All outside commitments such as trips home, doctor appointments, or other work obligations should be scheduled around required dates and times.