Transfer Mentors (TMs) are student leaders who assist Living-Learning Community students with their transition to Rutgers. They work closely with the staff liaison of the community and other hall staff (RAs) to program towards specific community needs. Acting as a role model for the community, and sharing the same academic major or area of interest, they aim to introduce students to a variety of campus resources, provide opportunities for students to explore their academic place through interacting with faculty, and create an inclusive and welcoming community. This position requires self-motivation and the ability to work autonomously as mentors are required to plan weekly meetings for a community of students and to meet with the community members on an individual basis 2-3 times per semester.

The Transfer Mentor and the Resident Assistant are key staff members who work together to develop a community conducive to student success. They do this by encouraging positive behaviors and addressing behaviors that are detrimental to the individual and/or community. They must support Residence Life policies and therefore have a responsibility as a citizen and community member to challenge negative behaviors from LLC students.

**Location of Community and Peer Mentor:**
Students and mentors will live on the College Avenue Campus, adjacent to downtown New Brunswick with theaters, restaurants, student-friendly shopping, and the NJ Transit train station for easy access to NYC and Philadelphia. The program is currently located in in the heart of the College Avenue campus, in Clothier Hall.

**Peer Mentor will have the following primary functions:**

- Meet individually with assigned mentees twice a semester (minimally) with the first meeting occurring within the first 3 weeks of the fall semester
- Promote and encourage a dynamic, positive and fun environment that promotes community
- Implement programming (minimum of 4 a semester) that reflects the interests of the Transfer Knights LLC residents and connects with the course(s) taken by the students
- Assist residents in becoming familiar with on-campus resources, such as clubs and organizations, as well as faculty and staff members who are willing to assist them
- Refer areas of concern to Residence Life staff regarding potential conflicts and problems amongst residents
- Ensure students understand their responsibilities as members of a living-learning community
- Perform weekly social rounds to build and maintain relationships with residents
- Conduct weekly office hours
- Create and maintain community bulletin board
- Assist the Residence Life LLC office with recruitment activities in the spring semester
- Facilitate the creation and usage of peer study groups for any common courses the group may share; encourage their continuation based upon the needs of the community.
- Coordinate two transitionally-focused programs pertinent to the college experience/environment each semester (e.g. Study Skills, Exam Strategies, Time Management, Stress Management, etc.)
- Work in collaboration with faculty/staff liaison and supervisor to coordinate an informal advising session in the fall and one in the spring.
- Coordinate one dinner/faculty event per semester for community members and faculty/staff within their major or area of interest.
- Support the goals established by the department programmatically during the academic year.
Benefits of Becoming a Peer Mentor:
- A great leadership opportunity and resume builder!
- Meet new people and network with faculty and staff at Rutgers
- Share experiences and offer support to Rutgers students
- Develop relationships with faculty members affiliated with the Transfer Knight LLC
- Learn more about campus resources
- Gain program planning and community building skills

Compensation and Time Commitment:
- Stipend of $1000 per semester, total $2000 for the academic year
- The expectation is that the overall responsibilities will call on average approximately 5 hours per week of active engagement from the Peer Mentor, as well as the understanding that the in-resident component implies more on-going informal interactions.

Conditions of Appointment:
- Peer Mentor will serve for one academic year, beginning April 2016 and ending May 2017
- Must be in good academic and judicial standing during the term of employment
- Mentor will be assigned a room in Clothier Hall. NOTE: You will be responsible for paying for your own housing. It is preferred that peer mentors live in-residence. However, applicants that live off campus may be considered for the position, secondary to in-residence applicants.

Eligibility requirements:
- Be a full-time Rutgers University student
- Have a minimum cumulative grade point average (GPA) of 2.7 and be in good academic, judicial standing
- Juniors, Seniors (by fall 2016) are preferred, but other qualified applicants will be considered
- Strong interpersonal and organizational skills
- Knowledge of the University and assigned major
- Self-motivation and ability to work autonomously

Application & Selection Process:
- All applicants must apply for a lottery number between January 18 – January 26
- A completed online application for this position includes an essay and resume, uploaded by January 4, 2016 at noon.
- Positions within the Transfer Knights LLC are currently available for Communications, Criminal Justice, and STEM Life Sciences, STEM Physical Sciences
- Student will receive an email on or before Tuesday, January 12th if eligible for in-person interviews (individual and group). Students must sign up for an interview prior to January 13th at noon.
- Interview will be held either Tuesday, January 19th or Wednesday, January 20th in McCormick Hall
- Candidate notified by Friday, January 29th of hire
- Candidate must accept position by Monday, February 1st

Mandatory Training Sessions and Orientation:
- Peer mentor orientation and training will be held on April 15, May 12, and the week of August 29th, managing your summer commitments to end prior to the start of training.
- Mentor must also be available for student orientation on Friday, September 2, 2016.
- Meet with Residence Life Coordinator regularly, including a weekly 1:1 and staff meeting.
Essay Questions:
Please answer the following questions in one essay of 500 words or less. Attach answers in a Word document with your full name and the name of the LLC listed at the top of the essay document.

1. What personal characteristics and skills do you possess which would make you an effective Peer Mentor for this particular population of students? Please explain and include any relevant experience.

2. Please share your programming ideas and enrichment activities for the community, keeping in mind the population of students you are programming towards.