Role of the Senior Transition Mentor

Senior Transition Mentors at Victoria College are expected to act as team leaders within the Transition Mentor program in addition to their Transition Mentor responsibilities. They are expected to engage actively in supporting Transition Mentors to organize and carry out academic and social programming for incoming students, and likewise serve as community role models for incoming students at Victoria College.

Senior Transition Mentors are expected to contribute positively to campus life in a multitude of ways, including, but not limited to:

• Supporting the successful creation of programming for incoming students at Victoria College;
• Facilitating opportunities, with a team of Transition Mentors, for first year students to meet other students and to engage meaningfully in academic and extracurricular life at Victoria College;
• Representing the interests and values of Victoria College, including equity, diversity, and inclusivity; and,
• Engaging in initiatives organized by the Principals of Emmanuel and Victoria Colleges, the President of Victoria University, and other members of the Senior Administration.

Duties of the Senior Transition Mentor

• Completing all assigned tasks and responsibilities including:
  o Leading a team of Transition Mentors
  o Acting as a liaison between Deans Office Staff and Transition Mentors
  o Delivering a transition program for an assigned group of first year students;
  o Consistently communicating with first year students to foster a supportive community at Victoria College; and,
  o Providing support to first year students throughout their transition from high school to university.
• Meeting with and reporting to the Campus Life Coordinator, and the Orientation and Transition Intern; and
• Completing a three-page transition report to be handed in by Friday, May 1, 2020.

Programming Expectations of the Senior Transition Mentor (STM)

Senior Transition Mentors will be assigned a pod of Transition Mentors, and responsible for their pod throughout the academic year. Each pod will be comprised of:

• One Senior Transition Mentor
• Transition Mentors Pairs

Senior Transition Mentors are responsible for attending Orientation Week (specific events will be confirmed in the summer), as well as weekly success series programming and socials (in first
semester) and monthly success series programming and socials (in second semester) throughout the year.

To view this year’s programming and socials, please visit: https://vicorientation.com/new-page

Each STM will also be assigned a specific portfolio such as (1) Mentor Training and Professional Development (2) Mentor Engagement and Communication (3) Success Series Programming (4) Mentee Engagement and Communication.

Senior Transition Mentors and Transition Mentors are expected to attend all success programming sessions and hold drop-in hours once a week. Exceptions will be made only in event of an emergency. Senior Transition Mentors and Transition Mentors unavailable to attend must notify the Campus Life Coordinator in advance (if possible).

Senior Transition Mentors are likewise expected to maintain regular weekly electronic correspondence with their assigned pod of Transition Mentors and with their assigned group of first year students using their UTOR mail account (through a listserv).

Term of the Senior Transition Mentor and Important Dates

Senior Transition Mentors must be available on the following dates (subject to change):

- Senior Transition Mentor Interviews: 20 minute interview with the Campus Life Coordinator and Orientation and Transition Intern the week of March 11th or March 18th.
- Transition Mentor Hiring Carousel: Sunday, March 24, 2019
- Transition Mentor Training: Wednesday, August 28, 2019 – Saturday, August 31, 2019
- Orientation:
  - Sunday, September 1, 2019 – Wednesday, September 4, 2019
  - Success Programming Kick Start: Thursday, September 5, 2019, and Friday, September 6, 2019
- Weekly Success Programming (Weekly for the first 6 weeks of school):
  - TBC
- Weekly Success Programming (Bi-Weekly from January 2020 – February 2020):
  - TBC
- Farewell Get Together: TBC

Requirements and Restrictions

- Successful applicants must be in Good Academic Standing
- Successful applicants must be students registered at Victoria College or Victoria College residence students

Remuneration

Senior Transition Mentors are provided with an honorarium for up to $450. This remuneration will be divided into three installments:

1. First installment: $150
   - To be received upon commencement of the responsibilities
2. Second installment: $150
   - To be received upon the satisfactory completion of assigned programming as outlined in Programming Expectations of the First Year Senior Transition Mentor
3. Final installment: $150
To be received upon the completion of all term responsibilities (including attending all Transition Mentor Programming Sessions) and the submission of a transition report Friday, May 1, 2020.