Role of the First Year Transition Mentor

Transition Mentors at Victoria College are expected to engage actively in supporting incoming students to achieve academic and developmental goals, and likewise serve as community role models for incoming students at Victoria College.

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

- Supporting the transition of first year students into Victoria College;
- Facilitating opportunities 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 First Year Transition Mentor

- Completing all assigned tasks and responsibilities including:
  - Delivering a transition program for an assigned group of first year students;
  - Consistently communicating with first year students to foster a supportive community at Victoria College; and,
  - 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 two-page transition report to be handed in by Friday, May 1, 2020.

Programming Expectations of the First Year Transition Mentor

Transition Mentors are responsible for attending Orientation Week, as well as weekly programming and socials (in first semester) and monthly programming and socials (in second semester) for first year students.

For a review of this year’s programming, please visit: https://vicorientation.com/new-page

Transition Mentors will be organized into pairs, and assigned a group of first year students. TMs pairs will also be assigned a Senior Transition Mentor to guide them throughout the year. This is known as a pod.

Each pod will be comprised of:

- One Senior Transition Mentor (a student who acted as a Transition Mentor during the 2018/2019 program)
Transition Mentors Pairs

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. Transition Mentors unavailable to attend must notify the Campus Life Coordinator in advance (if possible).

Transition Mentors are likewise expected to maintain regular weekly electronic correspondence with their assigned group of first year students based on the following schedule using their UTOR mail account (through a listserv):

**Term of the First Year Transition Mentor and Important Dates**
Transition Mentors must be available on the following dates (subject to change):

- **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**
Transition Mentors are provided with an honorarium for *up to $300*. This remuneration will be divided into three installments:

1. **First installment:** $100
   - To be received upon commencement of the responsibilities
2. **Second installment:** $100
   - To be received upon the satisfactory completion of assigned programming as outlined in *Programming Expectations of the First Year Transition Mentor*
3. **Final installment:** $100
   - 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.