Community College Relations

Transfer Success Mentor Program
2015-2016

Ms. Tai Shelby, M.A.
Coordinator of Transfer Programs and Scholarships
Phone: 601-979-0924
Email: community_college_relations@jsums.edu
(APPLICATIONS MAY NOT BE EMAILED OR FAXED)
Thank you for your interest in becoming a Transfer Success Mentor. Attached you will find the following information:

- Important dates for the Transfer Success Mentor selection program
- Anticipated program requirements;
- A program application;
- Questions to complete with your application;
- One reference form.

Completed applications (Application Form, Applicant Questions, and Reference Form) are due to the Community College Relations by **Friday, July 31, 2015 by 4:00 p.m.**

If you should have any questions regarding what it means to be a Transfer Success Mentor or the application process please feel free to contact me at 601.979.0924 or through email at [commununity_college_relations@jsums.edu](mailto:commununity_college_relations@jsums.edu).

Sincerely,

Tai L. Shelby, M.A.
Coordinator of Transfer Programs and Scholarships
What is a Transfer Success Mentor?

Transfer Success Mentors (TSMs) will be an integral component of the JSU’s Office of Community College Relations team. They will serve as academic and social role models for community college transfer students, sharing their own successes and setbacks in developing study habits, taking advantage of campus resources, managing their time, and navigating the campus. TSMs will take on the role of small group leaders throughout the academic school year and will work to develop good rapport with community college transfer students, as they are often the first members of the instructional team to whom new students confide their fears and uncertainties. We will select exceptional students who give evidence of interpersonal and intellectual skills. Essential functions of this position will include the ability to communicate effectively to groups, relate to others, and exhibit appropriate dedication to academic and campus life.

Transfer Student Mentors will be charged with the mission of guiding transfer students to success. TSM’s will purposefully help community college transfer students:

Connect with what motivates students:
• Paint a clear picture of their college journey
• Outline the skills necessary to be successful in college campus life
• Convey enthusiasm and spirit for the University
• Provide supportive student success resources
• Strengthen college success and self-management skills and tips on healthy study habits
• Assist CCR Coordinator build face-to-face relationships with faculty and students

Requirements and Expectations of Transfer Success Mentors (below)

Requirements to be a Transfer Success Mentor
• Must be a community college transfer student
• Familiarity with the transfer student process and experience at JSU
• Good academic standing
• Good judicial standing with the university

Characteristics of qualified Transfer Success Mentors
• Willingness to help students with personal concerns
• Value cultural and personal diversity
• Passion for JSU, students, faculty, staff, and extracurricular events
• Ability to function effectively in a team environment
• Ability to prioritize multiple tasks and responsibilities
• Communicates effectively verbally and in writing
• Interact through various technologies (via twitter, CCR Facebook page, and email)

Participation Required of Transfer Success Mentors
• Transfer Student Mentor Training
• Mandatory Trainings/Meetings (for mentors and mentees)

• Responsible for support of transfer students including, but not limited to:
  o Communication with current transfer students via face-to-face interaction, phone, and
e-mail
  o Updates to JSU’s CCR Transfer Services Facebook page and Transfer Services blog, which
    will take place during work time in the CCR office.
  o Development and support of transfer welcome programs and transfer student activities

• Weekly office hours (3 hours per week) in the Office of Community College Relations

Mentor Compensation

TSMs will obtain personal development and master skill sets from various areas not limited to the
following:

• Clearly and accurately convey university information to a diverse audience
• Identify and recommend appropriate campus resources, services and strategies for success
• Demonstrate effective interpersonal skills and the ability to facilitate a group
• Be sensitive to and value different cultures
• Exhibit an appreciation and respect for diversity
• Recognize the importance of personal development
• Develop meaningful relationships with others
• Think critically and exhibit problem-solving skills

In addition, each TSM will receive a stipend of $2,000 to be divided and paid out over the course of the
internship with the first installment beginning in September. (students will have the flexibility to also
have work study as well).

Application and Selection Process

Interested students must submit an application, participate in an interview with office staff, and meet
the minimum qualifications.

Deadline: July 31, 2015 (by 4:00 p.m.)

*Applications not submitted by the application deadline will NOT be considered for selection and
applicant will not eligible to participate in the interview process. Additional information will be sent
after the application has been submitted.
Transfer Success Mentor Program Application 2015

All applicants must fill out the application page, complete the questions, and have a reference.

Name: __________________________________________________________

Campus Address: ________________________________ Campus Phone: __________________

Cell Phone: ________________________________ JSU Email: ______________________________

Home Address:

Street: ____________________________ City: __________ State: ______ Zip Code: ______

CIRCLE ALL OF THE FOLLOWING THAT WILL APPLY TO YOU FOR THE FALL OF 2015:

SOPH  JR  SR  ON-CAMPUS  OFF-CAMPUS

Cumulative GPA: ____________________________ (as of May 2015)

(Minimum 3.0 GPA Required)

Major (S): __________________________________ Minor (S): _______________________

List activities in which you have been involved with while attending JSU (participation and offices held):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Anticipated activities/employment for the fall 2013 semester (be sure to include student teaching, sports, internship plans, student organizations, on and off-campus employment, etc...):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Name of person (and their department) completing reference form for you: (MUST be a JSU faculty, administrator, or staff member):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

The information above is correct to the best of my knowledge. If selected, I will return to campus no later than Monday, August 18, 2015 to participate in TSM training. I have read and understand all of the material enclosed within this application packet and acknowledge that I will carry out the Transfer Success Mentor responsibilities to the best of my ability.

Signature __________________________ Date __________


Transfer Success Mentor Applicant Questions
(Answers must be typed and attached on separate sheet of paper)

1. Why do you want to become a mentor?
2. What does being a mentor mean to you?
3. What do you hope to gain from this leadership position?
4. What do you see as three (3) major issues facing first-year students? How would you as a peer mentor help a student facing these issues? (Essay Form)
5. What are your long terms goals? (Essay Form)
6. What leadership qualities do you hope to build as a mentor?
7. Have you previously served in a mentor capacity? If so, what did you learn about yourself in that role? What was your favorite part about the experience?
8. If you were a mentee, what expectations would have in regards to his/her mentoring skills?
9. As a mentor, what do you think would be considered you greatest strength?
10. What is a weakness that you think would be strengthen because of your role as a mentor?
Transfer Success Mentor Letter of Recommendation

(Completed by an administrator, faculty, or staff member at JSU)

Name of Candidate: _____________________________________________

Name of Reference: ______________________________________________

Position at JSU: ________________________________________________

Phone: ______________________ Email: _________________________

Relationship to Candidate: ______________________________________

Amount of time that you’ve known Candidate: ______________________

The person noted above has listed you as a reference for their candidacy to be a Transfer Success Mentor at Jackson State University. Transfer Success Mentors play an integral role in helping our first-year transfer student’s transition to college. Please comment on the person’s strengths, weaknesses, leadership qualities, and his/her ability to lead a group. Please use an additional sheet of paper if necessary.

Thank you in advance for your assistance!

Please return to:

Ms. Tai Shelby, Coordinator of Transfer Programs and Scholarships

Jackson State University

Community College Relations

1400 John R. Lynch St.

P.O. Box 17146

Jackson, MS 39217

Recommendations must be received by (4:00 p.m.) Friday, July 31, 2015.
Checklist

1. Completed Application
2. Completed Reference Form
3. Completed Questionnaire
4. Reviewed anticipated program requirements
5. Important dates for the Transfer Success Mentor (TSM) selection program
**Transfer Success Mentor Program 2015**

**Description:**

A Transfer Success Mentor (TSM) is an undergraduate community college transfer student who leads a group of approximately 3-5 new transfer students throughout the first semester of their experience at JSU. The Transfer Success Mentor relationship begins during the orientation weekend and ends at the conclusion of the fall semester. The primary mission of the Transfer Success Mentor Program is to ease the transition of new transfer students to Jackson State University so that they may succeed personally, socially, and academically. Additionally, the program helps each new transfer student connect with other peers, and ultimately, the institution as a whole. Transfer Success Mentors are compensated with a t-shirt, a small stipend, and the satisfaction of serving their JSU community while engaging in extensive leadership training.

**Objectives of the Transfer Success Mentor Program:**

- To acquaint each new community college transfer student with Jackson State University—its structure, services, and unique personality;
- To help mentees connect with other peers and at least one upper-class student in a meaningful, positive way;
- To assist the student in personal assessment of his/her abilities and support their transition academically, socially, and personally;
- To promote attendance at out-of-class academic, social, and cultural events;
- To promote participation in meaningful campus activities.

**Expectations of the Transfer Peers Mentor are:**

- Attend all training sessions and events for TSMs;
- Complete all of the program components with group;
- Set positive examples for mentees in personal, academic, and social behavior;
- Become acquainted with all mentees in their group and other new transfer students and establish positive relationships;
- Be aware of mentees’ attitudes and be sensitive to individual as well as group needs;
- Encourage a sense of individual responsibility;
- Be knowledgeable about on and off-campus services for appropriate referral;
- Show interest and encourage mentees to participate in and attend various college events;
- Promote student interaction;
- Keep track of which mentees attend events and programs;
- To follow up with mentees to ensure their success and well adjustment to JSU;
- To maintain open lines of communication and support throughout the year with group.