Smooth Transitions Leaders

Smooth Transitions is a pre-orientation and year-long mentoring program designed to support first-generation and students of color as they engage in academic pursuits and co-curricular experiences at Xavier University.

Peer Mentors are an important and crucial part of the Smooth Transitions program. They provide additional support to our first-year participants, give them student perspectives and insight. Peer Mentors are the driving force in cultivating community amongst those in Smooth Transitions. In addition to supporting first-year participants, all mentors gain leadership experience and development in the Smooth Transitions program.

POSITION DESCRIPTION:

Smooth Transitions Leaders are responsible for facilitating meetings and engagement with the first-year mentees assigned to them within the program. Mentors should guide students to support services and resources throughout the 2024-2025 academic year.

REQUIREMENTS:
1. Complete Smooth Transitions Leader Application on EngageXU. Applications are due Sunday, Feb 2, 2025, 11:59 pm
2. Must be a rising Sophomore or higher.
3. A cumulative GPA of 2.5 or higher is REQUIRED to serve as a Smooth Transitions Leader. A cumulative GPA of 2.75 or higher by the end of Fall semester 2024 is PREFERRED for Smooth Transitions Leader.
4. A completed Recommendation Form from a Faculty or Staff member is required for all applicants. Faculty or Staff members should complete and submit this form on EngageXU. Recommendation forms are due Sunday, Feb 2, 2025, 11:59 pm
5. Returning Leader applicants must complete the "Smooth Leader Self-Evaluation Form" by the application deadline.

EXPECTATIONS:
1. Abide by Mentor contract.
2. Demonstrate behavior that reflects a student committed to excellence, to the mission of Xavier University, the Center for Diversity and Inclusion, and to the purpose of the Smooth Transitions Program.
3. Be in good academic standing and strive for academic excellence.
4. Provide support to our first-year participants and give them student perspectives and insight.
5. Encourage mentees to get engaged and involved on campus and provide mentees with resources based on their needs.

6. Attend Mentor Training and Pre-Orientation: August 7- 13, 2025
7. Complete all assignments associated with Mentor Training and Pre-Orientation thoroughly, accurately, and on time (EX: trainings, programming paperwork, documentation, and other tasks as assigned).
8. Attend Spring Retreat: Dates TBA
9. Be visible in the Smooth Transitions community. Mentors are expected to participate in programming to assist in building the cohort experience for first-year mentees.
10. Properly document the following information in EAB within 24 hours of meeting with mentees:
    a. One on ones with mentees
    b. Small group meetings with all mentees
11. Serve as a liaison between CDI team and mentees effectively relaying information regarding well-being, concerns, and other issues.
12. Attend the following meetings:
    a. Individual Monthly Meeting with CDI team member
13. Group Meeting Twice (2x) semester with other mentors and CDI team
14. While you are able to maintain or take on forms of employment during your time as a Mentor, responsibilities associated with other roles should not interfere with or hinder your ability to fulfill your responsibilities as a Mentor in the program.

RECOMMENDATIONS:
Attend an informational session on **one** of the following dates (*This is strongly encouraged for all, especially those who have not been a leader in the program previously):*
- Thursday, Nov. 14, 2024
- Monday, Jan. 27, 2025