**Position Description**

**FRESHMEN IN TRANSITION - STUDENT ACADEMIC MENTOR (SAM)**

**1.1 Major Responsibility:** Live and participate in the designated residence hall for the Freshmen In Transition (FIT) Experience serving as a positive role model and mentor.

**Specific:**

• Exhibit a positive attitude about OSU, CASNR, FIT & Residential Life

• Model good student behavior by attending all classes

• Model good study habits and behaviors

• Be active in activities that promote your personal and professional growth

• Practice good time management

• Abide by rules and regulations outlined by OSU, FIT and the Office of Residential Life

• Participate in and coordinate with the activities organized by the Residence Hall staff

• Participate fully in the activities of FIT

**1.2 Major Responsibility:** Establish, along with other mentors, a sense of “Community” for FIT participants**.**

**Specific:**

• Know the name of every student prior to the beginning of the fall semester

• Send correspondence to your small group before the semester starts to welcome them to OSU and FIT

• Participate fully in the activities of FIT and the Residence Hall

• Share constructive personal experiences to foster social integration and academic achievement among the FIT students

• Practice management by walking around (make sure FIT students are engaged in the community)

**1.3 Major Responsibility:** Coordinate on-going programming activities for the FIT students.

**Specific:**

• Coordinate with key resources and key resource people in the College, at the University-level and in the Stillwater community

• Market and advertise opportunities, programs and activities through the appropriate communication channels (signage, email, postal mail, phone messages, website, calendar of events board, etc.)

• Participate fully in the activities of FIT and the Residence

• Offer suggestions to FIT students for possible programming events

**1.4 Major Responsibility:** Serve as a key resource person who assists FIT students in getting engaged and involved in academic, extracurricular, professional and social activities that promote personal growth and development.

**Specific:**

• Be knowledgeable of resources available on campus • Share constructive personal experiences and foster social integration and academic achievement among the FIT students

• Meet weekly with a small group of FIT students and assist those individuals in that group in establishing goals and action plans

• Stay updated on current events and happenings at the college, departmental and university levels.

• Invite interested students along to some of your extracurricular activities (i.e. Pre-vet Club, Aggie X, ACT, etc.)

**1.5 Major Responsibility:** Contribute to the general student service/student development efforts of the College of Agricultural Sciences and Natural Resources.

**Specific:**

• Attend FIT SAM staff meetings held every Thursday at 5:15 p.m.

• Serve on panels, conferences as needed and directed by supervisors

• Be visible in the Student Success Center and a ready resource

• Participate in Student Success Leader trainings and activities

**1.6 Major Responsibility:** Attend relevant training, seminars and programs to promote personal growth, self-awareness, career preparation, professional growth, leadership skills and skills to help you become a better mentor.

**Specific:**

• Attend FIT SAM staff meetings

• Promote leadership development by engaging in appropriate coursework or seminars

• Attend all training programs designed by FIT Coordinator

• Research opportunities and inform FIT Coordinator about campus opportunities.

\*\* There are (as in all jobs) those tasks that will fall under “other duties as deemed necessary” that will be asked of you \*\*