



## Position Description

M.A.S.T.E.R. Plan Mentors assist in the implementation of the M.A.S.T.E.R. Plan transition program. During M.A.S.T.E.R. Plan week, Mentors primarily serve as small group discussion facilitators and mentor groups of new students participating in the program. They strive to “Ignite the Spirit and Foster the Connection” for each new student.

M.A.S.T.E.R. Plan Mentors have attended M.A.S.T.E.R. Plan (as a student participant) *required*.

Applicants with past M.A.S.T.E.R. Plan Mentor or student leadership experience are encouraged to apply.

## Role Description

The minimum expectations and responsibilities for M.A.S.T.E.R. Plan Mentors include:

1. Attend and actively participate in M.A.S.T.E.R. Plan Mentor training (tentatively scheduled Friday, August 16<sup>th</sup>- Sunday, August 18<sup>th</sup>, 2019).
2. Serve as a role model for new students by adhering to all University guidelines and housing policies, and exhibiting responsibility and high levels of maturity.
3. Establish and maintain mentoring relationships with students in assigned group.
  - a. Engage students in assigned group (25-40 residents of a hall floor) in M.A.S.T.E.R. Plan program activities (i.e. Cluster Blocks, special events, and social activities); facilitate teambuilding activities; and lead cheers, as well as the Fight Song.
  - b. Accompany assigned group to, and attend, all Cluster Blocks (formerly educational sessions and informational workshops).
  - c. Foster a welcoming, comfortable environment for all group members in which diversity is celebrated, in all its forms, and intolerance and hate are addressed.
  - d. Facilitate discussions of Cluster Block content and deliver Small Group content (all content provided).
  - e. Be attuned to transition issues (i.e. homesickness, depression, anxiety). Exercise excellent listening and helping skills; provide referrals to Counseling and Testing when needed.
  - f. Maintain confidentiality in accordance with departmental policy.
  - g. Maintain contact with assigned group members throughout academic year; help them achieve academic and social goals. Organize and attend group “reunion.”
4. Assist with the organization and implementation of M.A.S.T.E.R. Plan activities.
  - a. Assist with opening day registration processes, stuffing participant bags, unloading vehicles, directing traffic, and helping new students move into their residence halls.
  - b. Ensure Cluster Block Facilitators have all necessary materials to facilitate sessions and that all new students in attendance have swiped their IDs for attendance.
  - c. Set-up and tear-down of social and special events.
5. Participate in Big Red’s Blitz as Blitzers or Site Leaders (M.A.S.T.E.R. Plan community service project).
6. Assist in the handling of emergency and/or crisis situations.
7. Participate in the evaluation process of the M.A.S.T.E.R. Plan program.
8. Additional duties as assigned.

## Qualifications

The minimum qualifications for M.A.S.T.E.R. Plan Mentors include:

1. Minimum 2.0 cumulative G.P.A. (at time position is offered and throughout time of service).
2. Attendance at M.A.S.T.E.R. Plan *required* (as student participant).
3. Good judicial standing with the department of Housing and Residence Life and the University.
4. Be reliable, responsible, confident, flexible, willing to help, and an effective communicator focused on building teamwork and fostering working relationships.
5. Relate well with students, parents, family members, faculty, staff, and administrators.
6. Demonstrate a desire to learn about Western Kentucky University, its traditions, regulations, people, and programs.

7. Cannot be employed as a Senior Administrative Resident Assistant (SARA), Resident Assistant (RA), Community Advisor (CA), or Apartment Community Assistant (ACA) by Housing and Residence Life, due to scheduling constraints during M.A.S.T.E.R. Plan week. Students employed in the Desk Assistant (DA) position are eligible to apply.

## Benefits

The benefits for M.A.S.T.E.R. Plan Mentors include:

1. Opportunity to:
  - a. Enhance interpersonal, communication, and teamwork skills,
  - b. Increase knowledge of campus resources,
  - c. Connect with University faculty, staff, and administrators,
  - d. Increase self-confidence, and
  - e. Serve incoming students, as well give back to the University.
2. Opportunity to serve as a role model while assisting in the orientation, transition, and retention of new students.
3. M.A.S.T.E.R. Plan Mentors apparel and gear.
4. Moving into fall campus housing assignments early (one week before other upperclassmen students).

## Time Commitment

The 2019 M.A.S.T.E.R. Plan Mentor position *begins TENTATIVELY on August 16<sup>th</sup> and ends on August 24<sup>th</sup>. Please note that the beginning date is subject to change.* Listed below are dates and events M.A.S.T.E.R. Plan Mentors are required to attend. Specific dates are mentioned where applicable.

1. M.A.S.T.E.R. Plan Mentors will tentatively return to campus Thursday, August 15<sup>th</sup> beginning at 6:00pm (if living on-campus). M.A.S.T.E.R. Plan Mentor training will begin on Friday, August 16<sup>th</sup>.
2. Training is mandatory.
3. M.A.S.T.E.R. Plan Mentors will be scheduled to work specific events and may require arriving early, before the event is to take place, and staying late, after the event is over. Breaks may be scheduled but can be rescheduled due to conflicts.
4. M.A.S.T.E.R. Plan Mentors are requested to clear their schedules and refrain from participating in other activities August 16<sup>th</sup>-24<sup>th</sup>, due to the training and implementation schedule of the M.A.S.T.E.R. Plan program. Exceptions to this are RARE.