

October 3rd, 2008

Dear Interested Matador Mentor:

Congratulations on your first step to becoming a Matador Mentor! We are excited that you are interested in continuing in the New Student Orientation Program. Applications will be due Monday, November 3rd, 2008. The criterion for being a Matador Mentor is listed below:

Qualifications

- At least one year prior experience with the New Student Orientation Program
- Minimum GPA of 2.5 or higher
- Good communication skills as well as strong work ethics
- Ability to work in a team and produce small team projects
- Ability to communicate well via e-mail and telephone
- Each Matador Mentor will receive priority registration and a certificate of completion.

Steps to becoming a Matador Mentor

- | | |
|----------------|---|
| Step 1: | Fill out attached application and return to Student Development Office
<i>*Be sure to include your resume and transcript</i> |
| Step 2: | Sign up for an interview date and time |
| Step 3: | Create a Freshman Survival First Year Kit for First Time Freshman for your interview |

Interviews will be held: November 4th-7th, 2008. Be sure to sign up for an interview!

If you have any questions, please call the Office of Student Development at **(818) 677-4100**. We look forward to hearing from you!

New Student Orientation

Matador Mentor 2008-2009

Purpose

The purpose of the Matador Mentor is to further promote the mission of New Student Orientation in its continuous process of integrating new students into the academic, cultural, and social climate of at Cal State University Northridge.

Matador Mentors under direct supervision of the New Student Coordinators and Director will:

- Be trained on defining their role as mentors to new orientation leaders
- Understand personal leadership and learning style,
- Learn effective communication, facilitation, and debriefing skills
- Assist in training new student leaders in their new role as orientation leaders to further promote the role of a mentor.
- Provide new orientation leaders with an internal support and assist in the supervision of new orientation leaders.
- Assist in recruiting, interviewing, and hiring of new orientation leaders

Matador Mentors are required to:

- Attend all training sessions as well as arrive one or two hours prior to an event to assist in programming.
- Provide assistance in programming efforts through group projects that will require office hours depending on projects.
- **Prepare a Freshman Survival First Year Kit** for New Students to present during your interview. You will be asked to market you product during your interview. Your presentation should include items that you feel are necessary for a New Student to have upon entering the university and explain why you chose those items.

California State University
Northridge
New Student Orientation

Matador Mentor Application 2008-2009
New Student Orientation

Personal Information

Last Name: _____ First Name: _____

Student ID # _____ Cell phone: _____ Home phone: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

E-mail: _____ Ethnicity: _____

Social Security #: _____ Circle: Male Female

Emergency Contact: _____ Relationship: _____

Emergency Phone number: _____ Date of Birth: _____

Academic Information

Cumulative GPA: _____ Major: _____ Class Standing: _____

Anticipated Graduation Date: _____

Did you transfer to CSUN? Yes No If so, from which institution _____

Are you involved in a club or organization on campus? Yes No

If so, please list the organization(s) that you participate in **and** your role (use back if necessary):
1. _____ 2. _____ 3. _____
My role: _____

Please tell us how you heard about us

Orientation leader (name): _____ Faculty/Staff (name) _____

RA (name): _____ Flyer Website Other _____

Application Checklist

- Résumé:** Please attach a copy of your résumé to this application form.
- Transcript:** Please attach your printed Unofficial Transcript
- Interview:** Sign up for an interview time. Interviews will be approximately 1 hour in length.
- Freshman Survival First Year Kit:** as described below

For the interview

- **Prepare a Freshman Survival First Year Kit** for New Students to present during you interview. You will be asked to market you product during your interview. Your presentation should include items that you feel are necessary for a New Student to have upon entering the university and explain why you chose those items.
- List 4 people on the NSO 2008 team that you feel have exemplified their role in the Orientation program below and explain why.

Letters of Recommendation: Recommendation forms are included in the packet. One form must to be filled out by a professional staff member; the other needs to be filled out by someone that you have known for at least two years (family does not count). Recommendation letters are due at the application deadline. Please return them in sealed envelopes to the Office of Student Development and International Programs.

Deadline: Return application, résumé and sealed letters of recommendations to the Office of Student Development by **Monday, November 3, 2008**. You can sign up for interviews at the Office of Student Development and they will be held from November 4th-7th.

I have read and understand the requirements of the Matador Mentor position. I give permission to the Office of Student Development & International Programs to verify my grade point average, enrollment status, and any other academic information I have provided on this application.

Signature

Date

Your list of 4 NSO team members that exemplified their role in the Orientation Program

Use back of page if needed

1.) _____

2.) _____

3.) _____

4.) _____

Position Announcement for a Matador Mentor

- 1. Fill out application**
- 2. Sign up for interview**
- 3. Prepare a Freshman Survival First Year Kit for New Students to present during your interview**

Prepare a small presentation with 3-7 items that you feel are necessary for New Students and explain why you chose what you did.

Expectations:

The purpose of the Matador Mentor is to enhance the role of New Orientation Leaders in assisting new incoming students by integrating them into the academic, cultural, and social climate of Cal State Northridge. Matador Mentors, under the direct supervision of the New Student Orientation Coordinators will implement training for New Orientation Leaders, assist with supervising a student volunteer staff, and provide support for New Student Orientation Staff.

Matador Mentors are also required to attend all training workshops designated for Matador Mentors as well as those for New Orientation Leaders. Attendance at the Orientation Leader Training Retreat, and Mock Orientation is mandatory. Matador Mentors are asked to assist the New Student Orientation Staff with the New Student Orientation Mission as well as other goals, objectives, and duties set forth by the University.

Mentors are required to ...

Training Sessions

Meetings Dates: April 17th, May 6th or 7th

Mentors will meet once per Month (November, December, January, February, & March)

Mentors will then have combined meetings with Orientation Leaders in (April, & May).

Orientation Retreat June 4th-6th, 2008*

Office Hours

Mandatory office hours will be required every month according to your personal school schedule and the NSO programming needs. Hours are flexible and can be scheduled Mon-Fri during the hours of 8:00am – 5:00pm. Some evening and weekend hours may be required as well. Time off during August is not possible. Matador Mentors are asked to assist with the interviewing and hiring of new Orientation Leaders, creating training workshops for the NSO retreat, developing and implementing the Matador Today Show and helping set up for each NSO training event.

Commencement

Mentors are asked to work three Commencement Sessions, equivalent to one day, as ushers during CSUN Commencement Ceremonies. (May 18th -21st, 2008)

New Student Orientation

Mentors are required to work all New Student Orientation dates. Dates are:

Parent Day – October 10th, 2009

Freshman Convocation – September 3rd

First Time Freshman - August 11-14, 17-19, 21

Transfer Orientation– August 5th and 8th

(Possibly all FTF days TBD)

International –January 13th, and August 20th

President's Picnic – September TBA

Welcome Week

Each Mentor must attend the President's Picnic and assist in recruitment activities and greet the new students.

Compensation

Each Matador Mentor will receive priority registration and upon successful completion of the program, and a certificate of completion.

Interviews will be held November 4th-7th, 2008

* All dates are tentative and subject to change. All Orientation Leaders, Matador Mentors, & TAKE cast members will receive notice of dates in advance so arrangements can be made.