Matador Mentor—Office of Student Involvement & Development

The Office of Student Involvement and Development (OSID) is a department comprised of two learning centered offices/spaces: Student Development, and the Matador Involvement Center, and together they support an overall departmental mission:

*The Office of Student Involvement and Development exists to develop and support students in becoming engaged members and successful graduates of the CSUN community. Through purposeful co-curricular programming, advocacy, and advisement, the Office of Student Involvement and Development familiarizes students with the campus and its resources, fosters social connections and campus pride, provides opportunities for involvement and leadership development, and cultivates students’ passion to positively impact their communities.*

*Through active collaboration with our faculty, staff, and students, the Office of Student Involvement and Development supports students in the completion of their educational and personal goals; promotes cultural awareness and understanding of individual differences; and inspires lifelong commitment to learning, service and California State University, Northridge.*

*The CSUN Office of Student Involvement and Development: Connecting, Developing and Celebrating our Students!*

**NSO PROGRAM GOALS & COMPONENTS**

In supporting the overall New Student Orientation (NSO) process, the goals of NSO Leadership (teams) are to develop student leaders in various capacities focusing on:

<table>
<thead>
<tr>
<th>Connection to Campus</th>
<th>Self &amp; Surroundings</th>
<th>Unity</th>
<th>Numbers &amp; Population</th>
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</thead>
<tbody>
<tr>
<td>• Familiarity of the elements that guide California State University, Northridge (e.g., mission, values, academic policies and programs, etc.)</td>
<td>• Knowledge of campus buildings, layout, and surrounding community</td>
<td>• Knowledge of current campus issues, university polices, and campus events</td>
<td>• Awareness of various issues that affect the incoming CSUN student populations</td>
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<td>• Develop awareness and exposure to campus involvement</td>
<td>• Identify with various aspects of Student Life</td>
<td>• Develop a sense of community within university</td>
<td>• Build familiarity with relevant CSUN statistics</td>
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<td>• Articulate information on CSUN resources</td>
<td>• Inspire intellectual progress</td>
<td>• Become more aware of personal differences as they relate to campus diversity</td>
<td>• Enhanced knowledge on success strategies as they relate to specific populations</td>
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<td>• Enhancing social capital through interacting with Faculty/Staff/Administrators</td>
<td>• Understanding the campus environment</td>
<td>• Build upon on existing commonalities among all students</td>
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**POSITION DESCRIPTION**

In support of the overall NSO process and NSO leadership goals, Orientation Leaders, and Matador Mentors are trained student leaders who are knowledgeable about the college experience. In addition, these student leaders effectively guide other students in the college transition process, assist in the student development of personal, social, and academic skills for college success, and serve as a supportive campus resource.
Through service in this **volunteer position**, Matador Mentors will support overall programming needs of the Office of Student Involvement & Development (OSID), and adhere to the General Information, Qualifications & Skills Desired, Expectations as listed below.

**GENERAL INFORMATION**

Matador Mentors are returning *Orientation Leaders* that have successfully met and in some cases exceeded requirements from the previous year of New Student Orientation Leadership training. Mentors will be attending additional trainings to further develop their abilities and expertise as a student supporter and leader. Upon completion of all trainings and other mandatory duties, Matador Mentors will be given an Orientation Leader Mentee to help guide and support through the NSO Leadership process. The benefits of service in this **volunteer position** are as follows:

- Professional growth through mentorship development and training
- Networking opportunities with campus administration, faculty, staff, and students
- Obtaining a prestigious leadership position from a certified mentor program
- Priority registration

**QUALIFICATIONS & SKILLS DESIRED**

To be considered for this volunteer opportunity, you must have:

- Successfully completed at least one year with the New Student Orientation Leadership Program
- A minimum cumulative GPA of 3.0 or higher, maintained throughout entire time of service
  *Those who do not meet this GPA requirement at the time of application are still encouraged to apply*
- Ability to work in a team environment.
- Ability to access and communicate well via email, telephone, and MOODLE interfaces.

**EXPECTATIONS**

Under general supervision from OSID professional and student staff, it is expected that Matador Mentors will:

- Accomplish duties effectively, motivating Orientation Leaders to aspire to a higher work ethic in a team environment
- Completion of Mata-Meet Hours with Mentee’s
- Take initiative in the general recruitment, training, and mentoring of Orientation Leaders
- Attend and arrive promptly to all training sessions for student volunteers (tours, facilitation & degrees of leadership)
- Assist in logistical tasks including the set-up and take-down of materials
- Be proficient in the use of technological devices including computer applications (*MS word, Excel, PowerPoint*), projectors and radio head-sets
- Serve as a support and resource network, interacting respectfully with all persons including new students, NSO program members, and University staff
- Maintain professionalism in all actions, activities and dress, refraining from unethical boundary violations and inappropriate behavior
- Represent self and CSUN in the best possible way, understanding that actions have the ability to influence peoples’ opinion and expectations of the University
- Abide by University policies and values, considering any incidents of prejudices related to gender, race, ethnic origin, sexual orientation, religion, or ability to be intolerable
- Refrain from negative speech about the University, University departments, its faculty, staff, and/or programs including online speech/communication
**DATES - 2016**
The goals of this leadership opportunity will be met through participation in the OSID programs described below. *All times and dates are subject to change at any time based on programmatic need. Additional trainings and/or events may arise over summer as well. Adequate time will be provided for all Matador Mentors as to allow them the opportunity to make necessary arrangements in attending.*

Orientation Leader Training #1  
Thursday, April 14, 2016  
6pm-8pm

Orientation Leader Training #2  
Wednesday, May 4, 2016  
6pm-8pm or  
Thursday, May 5, 2016  
6pm-8pm

Orientation Leadership Retreat  
Thursday, June 2, 2016  
11:30am (Thursday Check-In)  
Saturday, June 4, 2016  
12:00pm (Saturday Return)

Mock Orientation  
Friday, August 5, 2016  
10:00am-7:30pm

TAKE Facilitation/Title IX Training  
Friday, July 15, 2016  
TBD

Mentor Training Workshop #1  
February 2016  
TBD

Mentor Training Workshop #2  
March 2016  
TBD

Mentor Training Workshop #3  
April 2016  
TBD

**Commencement 2016 (approx. 10 hours)**
Mentors are **REQUIRED** to work three Commencement Ceremonies as ushers during CSUN Commencement Ceremonies. The 3 ceremonies will be determined by the Commencement Coordinator. CSUN Commencement Ceremonies begin Friday - May 20 and end Monday - May 23, 2016.

Honors Convocation/Commencement  
Friday, May 20, 2016  
6:15am-11:00am, 4:15pm-9pm

Commencement  
Saturday, May 21, 2016  
6:15am-11:00am, 4:15pm-9pm

Commencement  
Sunday, May 22, 2016  
6:15am-11:00am, 4:15pm-9pm

Commencement  
Monday, May 23, 2016  
6:15am-11:00am, 4:15pm-9pm

**Welcome All Matadors (WAM!) Events 2016 (approx. 10 hours)**
Mentors are **REQUIRED** to work WAM events: *(Leaders choose 1 shift to work for President’s Picnic)*

President’s Picnic  
(Typically 1st Thursday of Fall semester)  
11am-1:30pm, 5pm-7:30pm

Freshmen Convocation  
(Typically 2nd or 3rd Thursday of Fall semester)  
3:30pm-8:30pm

**New Student Orientation 2016 (65 hours First Time Freshman programs, 30 hours all other program dates listed)**
Mentors are required to be available to work **ALL** New Student Orientation dates:

First Time Freshmen  
August 9 - 12, 16-19, 22-23, and 26  
6:15am-7:00pm

Transfer  
August 3  
7:30am-12:30pm

International  
August 24  
12:00am-5:00 pm  
August 25  
7:30 am-2:00 pm

Parent Day  
October 15  
7:30am-12:30pm

*Please be available for ALL dates listed above, even though you are only required to work 5 days of First Time Freshman Orientation, and 1 programming event for One-Day Programs (i.e. Parent Day, Transfer and International Orientation). Final schedules will not be released until July. Reminder, you will be required to work the Orientation day of your college.*
APPLICATION CHECKLIST
Applications Due: Wednesday, November 11, 2015 at 5:00 pm
The online application consists of the following components:

Matador Mentor Information Packet
Please note that you can save your information on this application, by pushing the "save" button on the bottom of the page should you wish to return later to modify your application. ONCE YOU SELECT "SUBMIT" you will no longer be able to modify your application.

Grade Verification
Please provide us with either your DPR/MAP or unofficial transcript to verify your current GPA. Instructions on how to access and upload your DPR/MAP or unofficial transcript are located underneath the upload tab for your convenience.

Select an Interview Time
Space is limited and once times are full, we cannot guarantee your preferred time to interview will still be available. Please note those students that do NOT meet all qualifications will not be able to attend the interview.

Arrive at your interview on time as we’ll begin promptly, late arrivals or rescheduling will not be accommodated.

In order to be an eligible applicant, please complete all components above.

**If you cannot apply online, or have trouble with this process, please contact the Office of Student Involvement and Development at (818) 677-4100 or orientation@csun.edu .