

Orientation & Transition Mentors (OTM)

Position Type: Orientation & Transition Mentors

Term: August 2025 – April 2026

Time Commitment: 5 hours a week throughout August and both academic semesters

Pay Scale: Student will receive payment for their role in the fall (\$1,160) and winter (\$1,160) semesters. Payments will be broken up into 2 increments each semester.

What is TRU Orientation & Transition?

Orientation (the welcome activities offered to new students) and transition (the process by which new students adjust to university life and develop skills to succeed academically) is a pan-university priority and a key strategy in supporting student success, retention, and learning.

The Orientation & Transition team, comprised of professional and student staff, strives to create a warm, welcoming, and academically supportive community for over 2,500 new-to-TRU students each year. Laddered student staff positions within the office provide enriched educational experiences for students to learn and grow while shaping the student experience.

Organizational Relationship

TRU Orientation & Transition Ambassadors receive direct support and direction from the Orientation & Transition Team within the Office of Student Life.

TRU Orientation & Transition Ambassadors are expected to work alongside TRU campus staff, faculty, other volunteers, and community members.

Responsibilities:

- Support the delivery of the orientation volunteer in-person training sessions
- Direct and oversee the volunteers and orientation leaders on the day of orientation events
- Support the development of the New Student Mentor program by participating in brainstorming and activities
- Provide one-on-one mentorship to new students

- Provide information and guidance to interested students and other relevant parties at booths around campus and at other campus and community events
- Support the planning and delivery of various orientation & transition events (e.g., workshops, socials, campus tours)
- Attend regular bi-weekly meetings
- Act as a point of contact for new-to-TRU students in a mentorship role. Be a friendly face and act as a resource for personal and academic support and provide referrals to campus and community resources

Training Requirements:

- Participate in and complete summer training modules (online and up to 3 hours)
- Team training/brainstorm sessions, first shift mid-August
- Attend mandatory in-person training and team building sessions, TBA end of August
- Attend regular bi-weekly meetings

Qualifications:

- Able to commit to 5 hours/week in August and **both** fall and winter semesters
- Completed a full academic year at TRU
- Be enrolled at TRU during the 2025 – 2026 year
- Able to work with minimal supervision, in small groups, and in a team environment
- Be friendly and professional
- Strong interpersonal, verbal, written, and cross-cultural communication skills
- Respect for and enthusiasm about serving a diverse population
- Reliable, responsible, and punctual
- Enthusiasm for TRU campus and supporting new-to-TRU students
- Be in good academic standing, GPA of 2.50
- Willingness to speak in front of a group and set a positive tone for future interactions

Benefits:

- Expand TRU experience through helping fellow students and enhancing TRU's sense of community
- Develop and enhance communication, interpersonal, and organizational skills
- Enhance networking skills
- Gain personal satisfaction and growth
- Develop teamwork and leadership skills

- Be a valued part of the fun and excitement of TRU orientation & transitions
- Given the opportunity to attend leadership professional development opportunities
- Potential to earn valuable references for job and award applications