



Transfer Mentor Job Description

The Office of Student Involvement is looking for dedicated transfer students who are excited about pouring into the lives of incoming transfer students. The goal of this program is to help incoming transfer students make a smooth transition from their previous institution to Houston Baptist University and create a support network to help them be successful students at HBU.

Position Requirements:

- Maintain a minimum 2.5 GPA
- Must be a transfer student
- Outside job hours limited to 20 hours
- Adherence to HBU Code of Conduct

Position Responsibilities:

- Meet individually with 2-3 mentees once per month. Maintain electronic contact (text/email) with larger mentee cohort throughout the school year.
- Plan and lead orientation for transfer students in June and November
- Help plan and implement social and academic events
- Attend all Student Leadership trainings as required
- Attend bi-monthly Transfer Mentor meetings
- Meet individually with Transfer Student Success Coach/Student Involvement Staff once a month
- Other fun activities!

Position Benefits:

- Professional development
- Develop leadership skills
- Be mentored by professional staff members
- Ability to make a difference in the lives of other students
- Develop life-long friendships

Questions? Contact Mon'Sher Spencer: mspencer@hbu.edu