



**UNIVERSITY OF WISCONSIN-WHITTEWATER  
CENTER for STUDENTS WITH DISABILITIES  
TRANSITION MENTOR POSITION**

**GENERAL POSITION DESCRIPTION**

Transition Mentors are students employed by the Center for Students with Disabilities whose role it is to support the mission of the Center for Students with Disabilities in assisting with the transition to college for students in the Summer Transition Program.

This position is only for the duration of the Summer Transition Program. Each Transition Mentor will have a group of 15-20 students. The position requires approximately 10 hours per week.

**JOB RESPONSIBILITIES**

- Attend, participate in and assist with one of the Summer Transition classes which meet Monday – Thursday (time TBA).
- Assist with the planning and organization of and attend (as possible) the weekly activities for students in the Summer Transition Program. Planning additional activities for your small group is optional.
- Work closely with students in small group to help them transition into college.
- Staff tutoring room one night per week with Project ASSSIST tutor.
- Make individual contact with each student in small group each week. This contact can be in the form of an email.
- Assist with Summer Transition Program move-in. This is typically on a Sunday and includes meeting with students, doing an abbreviated campus tour and having dinner with the group (dinner for Transition Mentors is paid by CSD).
- Attend weekly supervision meetings with Transition Mentor Program Coordinator or his/her designee.
- Notify Transition Mentor Program Coordinator if there are any concerns about any students.

**In fulfilling the responsibilities outlined in Transition Mentor job description, the Transition Mentor will receive approximately \$8.00/hour. This pay rate is for the Summer Transition Program Transition Mentors only. Other positions will likely not pay at this level, including other positions in CSD. Hours will be submitted to Pam Albert (CSD) on Fridays by 4pm.**

In signing this agreement, the Transition Mentor accepts all responsibilities outlined above. This Transition Mentor position contract is conditional, subject to performance and grade reviews. This contract is for the duration of the Summer Transition Program only.

\_\_\_\_\_  
Transition Mentor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Transition Mentor Program Coordinator

\_\_\_\_\_  
Date