

THR1VE Center Leaders; First Steps

First Steps is a program designed to support incoming first-year and first-generation students through a summer bridge and year-long experience. The program begins with a 6-week, 3-credit summer course—four weeks online and two weeks on campus—focused on building academic habits, purpose, and college readiness. Throughout the academic year, students participate in a supportive cohort model that includes a Faculty Mentor, a targeted GOA course, monthly *THR1VE Ignite Labs*, and peer mentorship.

POSITION DESCRIPTION:

First Steps Leaders are responsible for facilitating meetings and engagement with the first-year mentees assigned to them within the program. Mentors should guide students to support services and resources throughout the 2026-2027 academic year. This includes mentors encouraging mentees to cultivate the relationship with their faculty mentor and utilize them as a resource.

REQUIREMENTS:

1. Complete First Steps Leader Application on EngageXU. Applications are due Sunday, **Sunday March 1, 2026, 11:59 pm**
2. Must be a rising Sophomore or higher.
3. A cumulative GPA of 2.5 or higher by the end of Spring Semester 2026 is REQUIRED to serve as a First Steps Leader. A cumulative GPA of 2.75 is PREFERRED.
4. A completed **Recommendation Form** from a Faculty or Staff member is required for all applicants. Faculty or Staff members should complete and submit this form on EngageXU. Recommendation forms are due **Sunday, March 1, 2026, 11:59 pm**
5. **Returning Leader applicants** must complete the **"THR1VE Leader Self-Evaluation Form"** by the application deadline. **DO NOT COMPLETE THIS STEP UNLESS YOU ARE A RETURNING LEADER.**

EXPECTATIONS:

1. Abide by First Steps contract.
2. Demonstrate behavior that reflects a student committed to excellence, to the mission of Xavier University, the THR1VE Center, and to the purpose of the First Steps Program.
3. Be in good academic standing and strive for academic excellence.
4. Provide support to our first-year participants and give them student perspectives and insight.
5. Encourage mentees to get engaged and involved on campus and provide mentees with resources based on their needs.
6. Attend Mentor Training and Summer Bridge Component: July 30 & 31 training; bridge component starts August 3.

7. Complete all assignments associated with Mentor Training and Pre-Orientation thoroughly, accurately, and on time (EX: trainings, programming paperwork, documentation, and other tasks as assigned).
8. Attend Spring Retreat: Dates TBA
9. Be visible in the First Steps community. Mentors are expected to participate in programming to assist in building the cohort experience for first-year mentees.
10. Properly document the following information in EAB within 24 hours of meeting with mentees:
 - a. One on ones with mentees
 - b. Small group meetings with all mentees
11. Serve as a liaison between the THRIVE team and mentees effectively relaying information regarding well-being, concerns, and other issues.
12. Attend the following meetings:
 - a. Individual Monthly Meeting with THRIVE team member.
13. Group Meeting Twice (2x) semester with other mentors and THRIVE team.
14. While you are able to maintain or take on forms of employment during your time as a Mentor, responsibilities associated with other roles should not interfere with or hinder your ability to fulfill your responsibilities as a Mentor in the program.

RECOMMENDATIONS:

Attend an informational session on **one** of the following dates (*This is strongly encouraged for all, especially those who have not been a leader in the program previously*):

- Tuesday, December 2, 2026
- Monday, Jan. 26, 2026