

LAWRENCE TECHNOLOGICAL UNIVERSITY

Job Description

JOB TITLE: First Year Mentor

Exempt (Y/N): No	JOB CODE:
SALARY LEVEL: see compensation section	DOT CODE:
SHIFT: Days, evenings, and weekends	DIVISION: Office of the Provost
LOCATION: Main Campus	DEPARTMENT: First Year Programs Office
EMPLOYEE NAME:	SUPERVISOR: FY Coordinator
PREPARED BY: Gladys Avilés	DATE: January 20, 2010
APPROVED BY: Steven Howell	DATE: January 20, 2010

SUMMARY: The First Year Mentor is a student staff member of the First Year Programs Office. The Mentor assists the first year students with their transition from high school into college, helping students feel welcomed, learn their way around campus, get involved in campus life and succeed academically. A Mentor is expected to be available to his/her mentees, be in good academic standing, follow the school's Student Code of conduct and Honor Code, and be a good listener.

ESSENTIAL DUTIES and RESPONSIBILITIES. Other duties may be assigned.

Attend a brief orientation session in the spring and a training session the Friday prior to the first week of classes. Participate in freshman move-in process and in Discovery as a Discovery Leader.

Communicate with assigned students on a weekly basis by sending weekly emails; submit monthly reports on your mentee's interactions.

Participate with your mentees in one of the activities scheduled for the semester. Meet with the First Year Student Coordinator and other mentors once during the semester.

Establish a personal and respectful relationship; be a trusted ally to your mentees; be a good listener. Respect and treat all individuals fairly and equitably by being open and understanding of diversity issues, specifically as they relate to culture, faith, ethnicity, sexual orientation, etc. Be a peer educator in academic and personal matters and a role model for appropriate student behavior.

Introduce the mentees to the University and answer questions that they may have about the University. Encourage participation in campus groups, organizations, activities and programs. Demonstrate a working knowledge of University policies and procedures, as well as campus agencies, their services and functions, in order to provide academic and personal support.

Inform your Team Leader or Coordinator of any issues or problems/concerns with first year students that need to be addressed. Maintain appropriate confidentiality while working in coordination with University staff.

Complete assigned tasks in a timely and accurate manner; ensure the delivery of crucial information and materials to first year students.

EDUCATION and/or EXPERIENCE: At least two semesters of classes and 24 credit hours at Lawrence Tech, a cumulative GPA of 2.5 or above, and full-time student status are required; students who have completed 30 or more credit hours are strongly desired. **Students may not be on disciplinary probation while filling this position, and may not have been suspended from the residence halls or the University.**

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TIME COMMITMENTS: This position is approximately 15 - 25 hours over the course of the semester (plus 24 hours for Discovery).

Mentors may accept additional time commitments during the employment period; additional commitments include other forms of employment, co-ops and internships, membership in a campus organization, and any other activity.

LANGUAGE SKILLS: Applicants must have the ability to read, analyze, and interpret general safety rules, operating and maintenance instructions and procedure manuals, and the ability to write routine reports and correspondence.

REASONING ABILITY: Applicants must have the ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Applicants must have the ability to interpret and apply common sense to a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Applicants must be proficient at using a computer for word processing, Blackboard, and e-mail. Applicants must be able to communicate with a variety of individuals of various ages and backgrounds and possess tact and diplomacy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMPENSATION: **The First Year Mentor is a one semester position. First Year Mentors receive \$290 for mentoring (in two payments) as long as they are satisfactorily completing the requirements, plus an additional one-time payment of \$210 for Discovery immediately following the satisfactory completion of the program.**

ADDITIONAL COMMENTS: Failure to complete any of the assigned duties and responsibilities may result in immediate dismissal.

First Year Mentors for the spring semester will be selected first from those that worked in the previous fall semester.