

LAWRENCE TECHNOLOGICAL UNIVERSITY

Job Description

JOB TITLE: Team Leader/First Year Mentor

EXEMPT (Y/N): Yes (stipend)	JOB CODE:
SALARY LEVEL: see compensation sections	DOT CODE:
SHIFT: Day or afternoon, & some evenings/weekends	DIVISION: Office of the Provost
LOCATION: Main Campus	DEPARTMENT: FY Programs Office
EMPLOYEE NAME:	SUPERVISOR: FY Coordinator
PREPARED BY: Gladys M. Avilés	DATE: January 20, 2010
APPROVED BY: Steve Howell	DATE: January 20, 2010

SUMMARY: The First Year Mentor Coordinator/Team Leader is a student staff member of the First Year Programs Office. The Mentor Coordinator/Team Leader is a First Year Mentor, and is responsible for completing the mentoring duties of that position. In addition, the Mentor Coordinator supports the implementation and development of the Mentor Program, assisting with the hiring, training and supervision of mentors; maintaining data files on mentors and mentees; and helping with the assessment and continuous improvement of the program.

ESSENTIAL DUTIES and RESPONSIBILITIES follow.

Assist in the development and implementation of the Mentor orientation and training sessions; plan and participate in the Mentor/Mentee semester activities and the End of Semester Bash.

Coordinate administrative tasks relating to the Mentor Program, such as preparing materials, revising the First Year Mentor Handbook, assisting with the Mentor application process, and maintaining appropriate files.

Regularly inform the Coordinator of the status of the programs, issues that surface with students, and issues that may affect the retention of LTU students.

Participate during the summer, in the planning and preparation of Discovery Days; hold a one weekly office hour in the First Year Programs Office during the fall semester; attend monthly staff meetings September – May.

Participate in the First Year Students Personal Development workshops. Responsible for selecting, organizing, preparing, and presenting one the topics described in the workshop series.

Be a peer educator to students and mentors alike in both academic and personal matters and a role model for appropriate student behavior.

Research programs at other higher education institutions. Provide feedback and reports about select services and programs as directed. This will help us to benchmark against best practices in the higher education sector.

Complete other duties as assigned.

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 COMMITMENT: Additional part-time jobs must be approved by the Program Coordinator. The Mentor Coordinator will need to be available for mentor training, mentor meetings, mentors/mentees activities and Discovery.

EDUCATION and/or EXPERIENCE: Previous mentoring experience, 24 completed credits (at Lawrence Tech), a cumulative GPA of 2.5, and full-time student status are required. Students who have completed 48 or more credit hours, have a cumulative GPA of 3.0 and have previous First Year Mentor experience are strongly preferred. **Students may not be on disciplinary probation while filling this position, and may not have been suspended from the residence halls or the University.**

LANGUAGE SKILLS: Must have ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. You must be able to write routine reports and correspondence. Excellent oral/written communication, problem-solving, analytical and troubleshooting skills are essential.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: You need to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form, and to deal with problems involving several variables.

OTHER SKILLS and ABILITIES: Applicants must be proficient at using a computer for word processing (Microsoft Word preferred), Blackboard, e-mail, and spreadsheets and have the ability to learn other programs pertinent to the position. Applicants must be organized and be able to prioritize work and demonstrate effective communication skills, both written and oral, 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

COMPENSATION: The Team Leader position pays \$1,250 for satisfactorily completing roughly 100 hours (including Discovery and mentoring) of work.