TITLE: TRiO Student Support Services (S3) Program Mentor

COLLEGE/SCHOOL/DEPT: TRiO Student Support Services (S3) Program

DATE PREPARED: September 1, 2009      DATE REVISED: May 3, 2013

REPORTS TO: Lonni Rodriguez-Funk      FLSA: non-exempt status

POSITION SUMMARY:

The primary goal is to provide assistance, support, and guidance as well as help eliminate barriers for all S3 participants as they navigate their way through college by using e-mentoring models.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Mentor S3 students who seek assistance in making informal decisions in the areas that include academic, social, and career services. This may include but will not be limited to: academic planning, assisting with job shadowing opportunities, creating activities for students throughout the academic year, and creating an avenue with students to promote an e-mentoring based program.
5. Mentor 30-40 S3 students, as assigned.
6. Contact mentees at least once a week, or as needed.
7. Attend monthly mentor meetings, or as needed.
8. Attend the following events:
   - Fall Semester:
     - TRiO Mentor Orientation –September
     - Fall TRiO S3 Welcome Back Event- September
     - November Monthly Meeting- November
   - Spring Semester:
     - Spring 2014 Mentor Check-In Orientation- January
     - Spring TRiO S3 Welcome Back Events- February
     - March Monthly Meeting- March
     - TRiO S3 End of Year Celebration- April
   *You are expected to attend all events above unless there is a class conflict or family emergency.*
9. Take the lead in planning one or more activities related to the End of Year (EOY) Celebration
10. Maintain logs and record of contacts with Mentee.
11. Ensure mentee progress is tracked using forms designated by the program.
12. CC all TRiO Student Support Services (S3) Program staff in emails and ensure that TRiO Student Support Services (S3) Program staff receive all responses from mentees.
13. Remain knowledgeable of TRiO Student Support Services (S3) Program services in order to inform the mentees of these opportunities.
TRiO S3 Mentor Job Description Continued…

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Every entry in this section must be supported by the Principal Duties and Responsibilities section. This section is critical in determining the areas of the position which may and may not be accommodated under the ADA. This section outlines:

A. **Knowledge:** Junior/Senior academic standing, with declared major and a Grade Point Average (G.P.A.) of 3.00. Exceptions will be left to the discretion of the TRiO S3 Program Coordinator.

B. **Skills:** Strong interpersonal skills with proven leadership and intrinsic motivation skills. Ability to effectively communicate with diverse populations while treating all people with respect.