

SSS Educational Mentor Position Description

Mentor Position Requirements

- Commits to working up to 5 hours per week, as needed throughout the academic year
- Has a good relationship with the SSS Staff
- Is knowledgeable of the academic he/she is pursuing
- Completes WebCT training and attends meetings as required
- Acts as an SSS Mentor Advisory Board Member

Personal and Individual Skills

- Understands and respects interpersonal boundaries given the mentor role
- Demonstrates vitality, enthusiasm, and spontaneity
- Demonstrates confidence and a positive self-concept
- Is appropriately dressed and groomed
- Is friendly, understanding, and approachable
- Is courteous, tactful, and patient
- Establishes appropriate relationships with students and SSS staff
- Is prompt (on time or early) in arriving to meetings
- Shows self-discipline, good judgment, and control (emotional & social)
- Works well with people with diverse attitudes and backgrounds
- Initiates connections and relationships with students
- Maintains appropriate conduct as outlined in the SSS Handbook as well as the CSS Student Handbook.

Duties

- Work with SSS staff coordinate meetings with SSS students that have requested a meeting
- Coordinate meeting with SSS student. Contact will occur over e-mail or telephone. Meeting will take place on campus. The Mentoring program is designed for one or two visits with the student.
- Duties include but are not limited to: assisting SSS student in answering specific questions about their field of study, introducing SSS students to facility, exploring areas of study that may be related to their field of study, discussing graduate program options, and promoting and/or assisting in facilitating SSS events or workshops.

Pay: SSS Educational Mentors will receive a hourly wage of \$7.85/hour.