GRADUATE MENTOR (STUDENT HOURLY)
OFFICE OF MINORITY STUDENT AFFAIRS

POSITION SUMMARY:

The position is responsible for providing comprehensive academic mentoring services to a caseload of students. Core tasks are categorized by academic, professional development and learning, service, assessment, and administrative tasks. Other duties as assigned.

EXAMPLES OF DUTIES:

The person will be expected to exercise good judgment, maturity, and limited autonomy in the execution of responsibilities.

1. (70%) Academic functions (Teaching and Mentoring):
   a. Teaching students how to set and achieve realistic academic and personal goals
   b. Teaching students how to study and how to develop consistent study habits to meet course demands
   c. Developing and/or implementing supplemental academic activities and workshops that support classroom instruction based on course syllabi
   d. Providing tutoring as appropriate.

2. (10%) Professional Development and Learning (PDL) functions:
   a. Attending required training sessions at the beginning of the fall and spring semesters
   b. Advocating for students as appropriate.

3. (5%) Assessment functions:
   a. Facilitating or assisting with assessment activities
   b. Monitoring students’ academic progress in all courses.
   c. Making proper referrals to supervisor or other campus resources as appropriate

4. (10%) Administrative functions:
   a. Submit meeting notes and activity logs in a timely manner
   b. Preparing reports, as requested by supervisor
   c. Attending regular meetings with supervisor
   d. Attend regularly scheduled team meetings and trainings

5. (5%) Assisting with AMPS/OMSA programming and outreach efforts, as needed

REQUIRED EDUCATION AND EXPERIENCE

• Must be enrolled as a strong academic graduate student in a program at the University.
• Bachelor’s degree in education, counseling, psychology, human development, and related fields are desired but students in other disciplines will be considered.
• Must have prior experience related to duties.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS

• Knowledge of challenges, issues, or barriers facing undergraduate students, especially student populations such as historically-underrepresented, first generation students, students from low-income backgrounds, and transfer students.
• Ability to operate independently with self-direction as well as in a collaborative manner as a member of a team
• Knowledge of intervention services (e.g., developmental activities and programs) designed to achieve student success.
• Ability to navigate the Internet
• Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Publishing)
• Persuasive written and oral communication
• Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment.
• Ability to think analytically

SALARY: At least $20.51

ANTICIPATED START DATE: August 16, 2016

TO APPLY To apply online, please visit www.omsa.illinois.edu/jobs/ and within the “Student Employee Positions” box, click the “Application” link for Graduate Mentor for Student Success (Graduate Hourly). Please fill out all appropriate fields and upload the following supporting documents:

1) Cover Letter (addressing qualifications, experiences and how you comply with requirements)  
2) Resume or C.V.  
3) Contact information for three references (including: name, job title, phone number, and e-mail address)

Transcripts will be required before appointment can be made.

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until a suitable candidate is identified.

WEBSITE: http://omsa.illinois.edu/

STUDENT AFFAIRS DIVERSITY STATEMENT:
http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).