

Mentor Job Description

The Mentoring Project

The Mentoring Project seeks to guide adult students (>18) through completion of a postsecondary certificate or degree.

Your role

As a mentor, you will:

1. Commit to working with your student(s) for at least one academic term.
2. Check-in weekly with the student by email, text, Zoom or other electronic methods.
3. Respect the student for “who they are” and strive to better understand and appreciate the student’s background in regard to race, religion, culture or economic circumstances or other differences.
4. Listen to your students needs, serve as a resource about campus and community support and services, encourage your student to believe in their own capacity to succeed and check-in on their progress seeking out and implementing solutions to obstacles.

Specifically, you will:

- Assist your student each academic term to complete or update:
 - Determine specific goals to serve as benchmarks for measuring progress, such as:
 - Registration for the next term.
 - Establish an academic plan, as necessary.
 - Submit financial aid applications.
 - Engage in campus activities and programs.
- Identify barriers and establish top goals:
 - Listen.
 - Strategize.
 - Refer.
- Provide information and resources about campus and community services:
 - Inform.
 - Guide.
 - Share knowledge.
- Encourage self-advocacy & determination skills:

- Believe in self.
- Stick with the plan.
- Utilize calendar and timelines.

- Follow-up:
 - Be caring.
 - Offer assistance.
 - Monitor progress.

Your obligations to the program

As part of The Mentoring Project Mentor Team, you agree to:

1. Attend one monthly discussion group with other mentors to review and share information and experiences.
2. Attend one monthly training workshop around a student affairs topic such as financial aid, equity, diversity & inclusion or disability services.
3. Submit a brief electronic monthly progress report.
4. Consult program coordinator as needed to seek advice or should problems arise.
5. Maintain student's confidentiality.

Qualifications

Essential qualities include:

- Being non-judgmental and accepting of differences.
- Reliably and consistently keeping appointments and being punctual.
- Good listening and communication skills.
- Ability to take apart complex problems and identify solutions and strategies.
- Experience with a college, university or a postsecondary degree, certificate or training program.
- Willing to share expertise about one's own career or academic path if and when relevant.

Preferred qualities and experience might include having struggled to stay in college, first-generation in family to attend college, or having identified as a part of a minority group while attending college or university.

