Position Description

The role of every mentor is to assist students in collaborative learning activities that will help them achieve academic and social success. In order to execute this role each mentor should routinely perform the following duties.

- Attend training for all new and returning mentors
- Maintain communication with Student Academic Coordinators and Assistant Director by regularly checking and replying to emails and/or information left in the mentor’s mailbox
- Routinely consult the Bepko Learning Center team (Assistant Director, Student Academic Coordinators, Resource mentors, etc) regarding session activity, problems or concerns
- Keep up on all course readings and be prepared to facilitate discussion on the material
- Attend all scheduled class meetings for the class mentored
- Mentors should model good student behavior in class such as taking notes
- Maintain a good working relationship with instructors
- Attend all meetings with Assistant Director or Student Academic Coordinators
- Develop new and innovative activities to assist mentors in their sessions: 2 for a new mentor; 4 for a returning mentor
- Facilitate 2-3 group SI sessions per week for 1.5 hours each
- Create a fun learning environment in SI Sessions.
- Maintain a cumulative GPA of 3.0 or higher
- Maintain the confidentiality of all student records
- Uphold the philosophies of the Bepko Learning Center and IUPUI to ensure the integrity of our services
- Submit paperwork in a timely fashion
- Accept and embrace the diversity of the students
- Act as a program representative at all times

**HOURS ~12 per week— SI**