Position Description

The role of every mentor is to assist students in collaborative 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 coordinators and Director through email (Oncourse CL) and IUPUI webmail.
- Routinely consult the Student Academic Coordinators and Assistant Director regarding session activity, problems or concerns.
- Keep up on all course readings and be prepared to facilitate discussion on the material.
- Under instructor discretion, attend all recitations and lectures associated with the course, take notes, be an active participant, and assist leading recitation activities.
- Attend all meetings, including, one-on-one meetings with Student Academic Coordinators or Assistant Director.
- Develop new and innovative activities to assist mentors in their sessions.
- Prepare SPF's and facilitate a minimum of one session per week.
- Create a fun and very active learning environment in SLA.
- Maintain a cumulative GPA of 3.00 or higher.
- Keep confidential all student records.
- Uphold the philosophies of the Bepko Learning Center and IUPUI to ensure the integrity of our service.
- Submit paperwork in a timely fashion to Bepko Learning Center Team.
- Accept and embrace the diversity of all students.
- Act as a program representative at all times.
- Maintain communication with Instructor, Directors, Student Coordinators, and other learning center staff members.

**HOURS – 12 per week — SLA**