

IAIA ACADEMICS
Supervising Summer Bridge Mentor
JOB DESCRIPTION

TITLE	Supervising Summer Bridge Mentor
DEPARTMENT	Academics
CLASSIFICATION	Part-time Temporary
DEPARTMENT CODE	188
REPORTS TO:	Summer Bridge Coordinator/Summer Bridge Director
LAST UPDATED:	February 18, 2019

Purpose/Role:

The Supervising Mentor assists the Summer Bridge Program Coordinator in the delivery of a three-week, academic focused summer program.

The role is essential to team-building within the Summer Bridge Staff. The Supervising SBM ensures staff can assist incoming students with social, emotional, and academic support to ease the stress of transitioning to college and the Institute of American Indian Arts. The Supervising Mentor will work closely with the Summer Bridge Mentors to guide and support their work with students.

Job Description/Responsibilities:

The Summer Bridge program is an intensive college prep program offering college credit at the Institute of American Indian Arts. They will provide culturally-based programs which meet the physical, social, emotional, intellectual and spiritual needs of the program's students. Incumbents will Supervise Summer Bridge Mentors as well as participating students, with positive support, leadership, and enthusiasm. They will collaborate closely with the Summer Bridge Program Coordinator during training as well as during the Summer Bridge. The incumbent is called upon to demonstrate, at all, times a mature, enthusiastic, committed, and responsible demeanor.

Qualifications

- In good disciplinary standing
- Able to work exclusively for the Summer Bridge Program from July 16th to Aug. 9th.
- A record of leadership experience
- Ideally has worked as a Summer Bridge Mentor and/or Orientation Leader. (However, open to train the right candidate)
- Excellent interpersonal skills including verbal and written communication skills, self-advocacy, problem solving, and decision making
- Must demonstrate self-reliance as well as organization skills

Requirements

- Full time student with a minimum 3.0 cumulative grade point average.
- In good academic standing with a minimum grade of a "B" in 100-level Math and English courses.

- Complete job training during spring 2019 semester – schedule to be determined (Fridays or Saturdays depending upon incumbent’s schedules and availability)

Essential Functions

- Supervise daily activities of both Summer Bridge Mentors and Students.
- Responsible for evaluating progress and providing feedback to Bridge Mentors
- Assist and refer incoming students, their families, and friends to appropriate campus resources
- Empower Bridge Mentors to function through formal and informal interactions with each other and incoming students
- Observe students for signs of unresolved transitional stress and inform directors
- Conduct campus tours, assist with leading activities, events, and other duties as required
- Assist the program directors to prepare and organize materials and supplies, set-up and breakdown of activities and perform all duties and tasks in a timely and professional manner
- Report directly with the Summer Bridge Coordinator as an advocate for the Summer Bridge Mentors needs

Required skills, knowledge, and abilities

- Knowledge of and/or background in leading student activities during Orientation Week and Summer Bridge
- Willing to assist in training of Bridge Mentors
- Capable of delegating tasks to Bridge Mentors
- Working knowledge of the IAIA College Catalogue and Student Handbook
- Task and goal-oriented
- Must be able to communicate effectively and work collaboratively with a diverse program team and student population
- Previous experience working with students in a mentor capacity is essential
- Adhere to appropriate standards of conduct and ethics including:
 - Confidentiality
 - Non-fraternization with students
 - Follows directives
 - Exhibit ability to adapt to changing work environment
 - Treat others with dignity and respect
 - Exhibit honesty and integrity
 - Pro-active problem solving
 - Complete job duties as required
 - Refrain from engaging in inappropriate discussions
 - Attend and participate in meetings as required
 - Ability to take direction and complete job duties in a timely manner
 - Demonstrate a courteous and professional presence and appearance at all times
- Listening skills
- Customer service
- Assertiveness

- Facilitative leadership

Hours per Week: 40 per week.

Number of Positions Available: 1

Duration: Until filled

Rate: \$12/hr.

Supervisor: Summer Bridge Program Coordinator/Summer Bridge Director

Application:

Name:

The year you plan to graduate: _____ College Year

Home Address:

Campus Mail Box Number: _____ Cell Phone:

Email Address:

Major(s) /Minor(s) /:

Cumulative grade point average:

Relationship to Applicant:

By signing below, I certify that all information is factually true and honestly presented.

Signature: _____ **Date:** _____

REQUIRED:

- **A letter of recommendation from a previous employer who can speak to your leadership skills.**
- **Copy of unofficial transcripts to show you meet GPA requirement**
- **Cover letter and resume**