



NOTE: THIS IS AN OFF-CAMPUS WORK-STUDY POSITION

Job Title: Mentor
Hours per week: 7
Number of positions: 2

- One position is paid by Match NM
- One position is paid by IAIA and applicant **MUST** be Federal Work-Study eligible

Length of Employment: August 14, 2017 – May 12, 2018
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Louise Yakey, Director, Program Development
Cell: 315-552-8205
Email: yakeylouise@gmail.com
<https://matchnm.org/>

Department Name & Code: OFF CAMPUS WORK-STUDY
Off Campus Location: Ramirez Thomas Elementary
Tuesdays & Thursdays 3:15-5:15
Mandatory professional development class every Friday from 4PM – 6PM

Classification: One position, Federal Work-Study eligible only
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Mentor 3rd-grade students who are selected based on below proficiency reading levels.

Job Description/Responsibilities: Be a mentor to a child who needs your support, guidance, and encouragement! Kids look up to college and high students and will value their time with you. MATCH (Mentoring and Tutoring Create Hope) New Mexico is a state-wide program in which we match college and high school students with children who need extra help. The time commitment includes two days a week for two hours each after the elementary school day, a two-hour class in which you will learn the best practices of mentoring and reading facilitation, and one hour reporting out online for seven hours total each week. As you are forming a relationship with a child who will be anticipating their time with you each week, please accept the position if you can be reliable and consistent.

General Qualifications: minimum 2.5 gpa is required

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).