INSTITUTE OF AMERICAN INDIAN ARTS

NEW FRESHMEN BRIDGE MENTOR
JOB DESCRIPTION

TITLE	New Freshmen Program Mentor
DEPARTMENT	Academics
CLASSIFICATION	Temporary / Non-Exempt
DEPARTMENT CODE	188
REPORTS TO:	New Freshmen Bridge Director and Bridge Coordinator
LAST UPDATED:	March 5, 2018

Summary of Responsibilities of Mentor Role (MR)
The mentors assist the New Freshmen Bridge Program Coordinator and Director in the delivery of a three-week, academic focused summer program.
The role is essential to building a community for incoming students with social, emotional, and academic support through positive action to ease the stress of transitioning to college within the Institute of American Indian Arts.

Summary of Responsibilities of
The New Freshmen Bridge program is an intensive college prep program offering college credit at the Institute of American Indian Arts. The program will provide culturally-based programs which meets the physical, social, emotional, intellectual and spiritual needs of the program's students. Incumbents will serve students with positive support, leadership and enthusiasm. They will collaborate closely with the Summer Bridge Program Coordinator and the Director during training the week before the program begins. Incumbents are called upon to demonstrate at all times a mature, enthusiastic, committed and responsible demeanor.

Qualifications
- Must be in good disciplinary standing.
- Able to work exclusively during training from July 8th - 12th
- Able to work exclusively for the New Freshmen Bridge Program from July 23rd to Aug. 10th.
- A record of leadership experience.
- Excellent interpersonal skills including verbal and written communication skills, self-advocacy, problem solving, and decision making.

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 Math98/Math99 and/or ENGL98/ENGL99 courses, or respective 100-level courses.

- Complete job training for one day at the end of the Spring semester – schedule to be determined (mostly likely, Friday, May 11th)

Essential Functions

- Assist and refer incoming students, their families and friends to appropriate campus resources.
- Empower incoming students to function by formal and informal interactions with individual and groups of 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.

Required skills, knowledge and abilities

- Knowledge of and/or background in leading student activities.
- Working knowledge of the IAIA College Catalogue and Student Handbook.
- 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 preferred.
- 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 at all times with dignity and respect
    - exhibit honesty and integrity at all times
    - engage in 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: 4
Duration: Until filled
Rate: $11.40/hr.
Supervisor: New Freshmen 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: _____

Answer the following questions on a separate piece of paper and attach to the application.

a) What is motivating you to apply for this position?

b) Describe how your experience, abilities, and skills that would benefit the Summer Bridge Program/Orientation and incoming students.

c) What do you hope to gain from this position?

Provide the names of two references. One reference must be from an IAIA student and the other an IAIA faculty or staff member.

STUDENT

Name: _____ Phone: _____

Email Address: _____

Relationship to Applicant: _____

IAIA FACULTY OR STAFF MEMBER

Name: _____ Phone: _____

Email Address: _____

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/current employer (including work-study) who can speak to your leadership skills.**
- **Copy of unofficial transcripts to show you meet GPA requirement**
- **Cover letter and resume**