Position Title: HYSP Senior Mentor

Hourly Rate: $7.50

Department: Help Yourself Programs

Supervisor: Regina Hendrix

Work Location: South College and various

Account Number: 04-30400-60018-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes  ☐ No

Number of positions available: 6

Work Schedule

A student in this position can expect to work 2 hours per day, 2 - 4 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☑ any day of the week.

Hours are available during the following times of the day: 5:00 pm - 9:00 pm M - F, possibly some weekends.

Department/Position Overview

This student will provide specialized college application assistance to Help Yourself high school seniors. This includes assisting with online applications, prepping students for the ACT/SAT, and helping with the scholarship search and financial aid process. The mentor will be assigned a few students to work with one-on-one, will follow up on student progress, and will report to the Assistant Director about their observations.

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☑ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision

☑ Assist high school seniors with the college process by editing personal statements, reviewing applications, and challenging them to meet deadlines and stay organized

☑ Document student progress or concerns for Assistant Directors and Director

☑ Follow up with all efforts made in the college search and application process

☑ Supervise students and motivate them to keep focused on their studies.
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Microsoft Word & Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **College essay writing skills, college search skills, career counseling, financial aid/scholarship search skills**
- Ability to connect with young people, especially those who are low-income and/or first generation to go to college