Position Title: Upward Bound Senior Mentor

Department: Upward Bound

Supervisor: Stephanie King

Work Location: South College and various

Account Number: 04-30402-50055-00000-xxxxx

Hourly Rate: $7.50

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 Upward Bound 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:
- Ability to connect with young people, especially those who are low-income and/or first generation to go to college