

**Student Support Services and ACCESS Programs**  
**Lead Graduate Student Mentor**  
**Job Description**

**Job Descriptions:**

- Serve as a mentor to 10-14 first year students
- Meet with each student once a week for 30 minutes (5-7 hours/week). You will set up the appointment times with the students to fit around yours and their class schedules. (See description of typical one-on-one meetings)
- The following is a list of critical components required of each mentor:
  - Meet at least once every two weeks with your students' advisor (your students should all have the same academic advisor – 1 hour/biweekly).
  - Supervise weekly Study Halls for your students (2 hours/week)
  - Connect your students with campus resources.
  - Advocate for your students by finding the best resources for them.
  - Create, facilitate, teach, and promote workshops for your students as you see appropriate.
  - Make efforts to contact students who miss appointments or seem to be out of touch. Communicate any concerns to the academic advisor.
  - Maintain records of all contacts with your students and topics covered.
  - Maintain records of hours worked and submit, in a timely manner, to your students' advisor.
  - Participate in bi-weekly trainings throughout the semester in the following areas (mentors will receive mentor certification at the end of the semester following completion of all training sessions – 1.5 hours/biweekly):
    - Introduction to academic advising
    - Study skills and learning styles
    - Coping skills
    - Awareness of campus resources, etc.
- The Lead Mentor has the following additional weekly requirements:
  - Meet with all advisors weekly as part of the programs' administrative meeting
  - Meet with Associate Director of SSS and ACCESS Advisor biweekly to discuss trainings and any concerns
  - Prepare a weekly report of student attendance
    - Keep track of changes and email check-ins
  - Create flyers for workshops and game nights
  - Update SSS/ACCESS bulletin boards in and out of the mentor space
  - Be available for advisor and mentor questions and concerns
  - Coordinate and schedule all meetings/trainings/study halls and locations
  - Create mentor training materials and manuals
  - Prepare student information folders
  - Supervise mentors during their weekly meetings and study halls
  - Update Google drive and calendar and AsULearn with reports, schedules, training materials, etc.

## **Qualifications:**

- Enrolled in a graduate program at Appalachian. Preference for graduate studies related to education, counseling, or student development
- Evidence of academic excellence
- Desire to get to know and help first year students
- Creativity, enthusiasm, and flexibility
- Ability to take initiative
- Ability to keep organized records
- Excellent communication skills
- Good managerial skills
- Strong interpersonal and intrapersonal skills

## **Hours/Pay:**

Lead Graduate Student Mentors earn \$13.33 per hour and the time commitment is 20 hours/week.

## **Possible Positions:**

Full graduate assistantship – 20 hours per week – one position

## **Goals for mentors in weekly meetings with students:**

- 1) Form a positive relationship with the student. You will be a role model to them in terms of how to get the most out of college and be successful.
- 2) Help students set goals based on the classes they are taking and any difficulties they may be having. Help them keep a record of any grades earned and of all upcoming assignments. Help them break down long-term assignments into short-term goals.
- 3) Help students learn to study every week, not just the week before the test.
- 4) Make sure the student has found an effective resource, such as weekly tutoring and make sure the student turns in documentation to verify that they attended the tutoring session. Coach them on how to get the most out of such resources. (Students who meet with mentors regularly and use one campus resource per week earn the reward of priority registration—you will help monitor their success in earning this reward).
- 5) Use the meeting time well. Sometimes, you may not need to review goals and assignments but could instead take them to the computer lab to meet a student who will train them in using Appalnet, for example. You might take them to the library to help them find resources they need. You might bring them to Peer Career. You might introduce them to a resource in the Learning Assistance Program.
- 6) Find out more about the student's career goals and consider ways to help them learn more about that career. Share examples from your own life and how you made such decisions.
- 7) Be encouraging and supportive. Be an ally to your student. Get to know the student's advisor well so you can help connect the student to that resource as well.
- 8) Facilitate assessments with students.
- 9) Help your student feel a part of Appalachian State. Encourage them to take advantage of

clubs or sports; help them find positive outlets for their emotional, spiritual, social, and physical needs as well as academic.

10) Be aware of campus resources and try to connect them in a meaningful way to such resources.

### **Responsibilities:**

#### ❖ Communication

- o Timely manner responses:
  - § With All advisors
  - § With Lead GTMA
  - § With English GTA
  - § With Wanda
  - § With Wes

#### ❖ Time management

- o Attending on time:
  - § Mentor meetings
  - § Training meetings
  - § Advisor meetings
  - § Study halls

#### ❖ Appropriate Professional Dress

#### ❖ Professional goals

- o Decide 1-3 specific goals
- o Review with advisor on monthly basis or as decided
- o Evaluate progress
  - § Professional goals
  - § Mentor responsibilities

#### ❖ Evaluate performance and goals before mid-semester and before end of semester

#### ❖ Program goals

- o Connect mentee to campus resource, document actual visits to resources
  - § Library
  - § SRC
  - § Writing Center
  - § Counseling Center
  - § Tutoring
  - § Learning Skills
  - § Career Center
- o Document academic progress of mentees
  - § Course grades
  - § Course projects

- § Assess each month or as needed
- o Mentee goals
  - § Decide 1-3 specific goals
  - § Create plan for steps to attain goals
  - § Review monthly
  - § Evaluate progress