

# Hamline University Institute for Academic Success IAS Student Mentor

## Overview

The Hamline University Institute for Academic Success is a state funded and supported program focusing on developing strategies and skills for academic success. IAS provides an immersive pre-college residential experience for a group of up to 25 incoming Hamline Undergraduate first year students. The Institute will connect participants with campus resources and provide knowledge on how to integrate work-study experiences with one's social and academic life and opportunities to explore both the local Hamline and larger Twin Cities community.

## IAS Student Mentor

The primary objective of the IAS Mentor is to ensure the well-being of Institute participants, especially in regard to health, safety, morale, conduct, academics, and interpersonal relationships within the group. The IAS Mentor has the responsibility for constant and close monitoring to ensure students' well-being. Student Mentors are also required to lead or actively participate in all extra-curricular activities. Unlike the traditional position of a college RA, this job requires continuous interaction with participants.

For academic concerns, IAS Student Mentors should report to staff from the Center for Academic Success and Advising (CASA). For residential and student life concerns, IAS Student Mentors report to professional staff from the Division of Student Affairs (e.g., Hedgeman Center and/or Residential Life).

## Required Qualifications

- Applicants must be able to interact effectively with people of diverse ages, racial, ethnic, gender, sexual orientation and cultural backgrounds.
- Be in good academic and judicial standing.
- Completed 32 credits or more by August 2019 or is a previous participant of the IAS program
- Able to work in a 24/7 environment for 4 weeks, July 28-August 23, 2019.
- IAS Mentors may not serve as a 2019 Resident Advisor or New Student Mentor.
- Attend mandatory orientation and training sessions, **July 22-26, 2019.**
- Have a high level of maturity.
- Self-disciplined and able to work on a team.
- Have a valid driver's license and certified to drive the University van.

*Preference will be given to students who:*

- *Have a history of involvement in the Hamline co-curricular community*
- *Experience with small group facilitation*
- *Experience with the program/activity development*
- *Have the ability to mentor students in math and writing*
- *Experience with on-campus living*

- *Students who will hold this position as their primary leadership responsibility on campus during the July Training and August Program, and may not have any other major job, class, internship, travel, or other commitments*

### **Summer Program Responsibilities**

- Stay on campus for the entirety of Institute; Student Mentors are not allowed to spend the night off-campus without permission of the professional staff.
- Learn, support and implement the educational and developmental goals of the Institute for Academic Success.
- Enforce the policies and rules of the Institute for Academic Success and Hamline University.
- Help maintain a residential atmosphere which is conducive to study and leisure.
- Act as a positive role model for students.
- Mentor/counsel students in social, personal, and academic areas.
- Attend classes regularly and become familiar with the academic needs of assigned students in each class.
- Communicate regularly with faculty concerning tutoring needs and progress of students.
- Develop, supervise and participate in campus, recreational, and cultural activities.
- Supervise students during all meal times, activities, and study hours.
- Positively reinforce appropriate behavior and restrict student behaviors which are inappropriate.
- Accompany students on field trips.
- Participate in staff orientation and regularly scheduled staff meetings.
- Complete mid-Institute and final student evaluations, and final program evaluation.
- Respond to crisis and emergency situations but always keep the professional staff in the loop.
- Other duties as assigned by supervisors.

### **Fall Program Responsibilities**

- Remain open to students who reach out to them for support, keeping the professional staff up to date on student concerns, issues and experiences.
- Participate in one activity/program to promote academic and/or social well-being and engagement in the Hamline community.

### **Compensation**

IAS Student Mentors are provided with room and meals for the duration of the summer program including training **July 22-August 23**. IAS Student Advisors will also receive a stipend of \$3,000.