

# **Hamline University Institute for Academic Success IAS Student Advisor**

## **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 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 staff has the responsibility for constant and close monitoring to ensure students' well-being. The IAS 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.

## **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 2020 or is a previous participant of the IAS program
- Able to work in a 24/7 environment for 4 weeks, July 27--August 28, 2020.
- IAS Mentors may not serve as a 2020 Resident Advisor or New Student Mentor.
- Attend mandatory orientation and training sessions, July 27 - 31, 2020.
- 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 the 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 quiet 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, free 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.
- Other duties as assigned by supervisor.

## **Fall Program Responsibilities**

- Remain open to students who reach out to the mentors 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.
- Assist with the on-going assessment of participants.

## **Compensation**

IAS Student Advisors are provided with room and board while dining service is in session, for the duration of the summer program including training (July 27 – August 28, 2020). IAS Student Mentors will also receive a stipend of \$3,000 in two payments.