

## LEAD Mentor Job Description

**Description:** Part Time; No Benefits;

**Work Schedule:** 3-4 hours per week around your pre-existing schedule (fall and spring semesters and approximately 1 hour per week in the summer semester)

**Hours:** To be determined based on your availability

The Student Success Center in PFW's College of Engineering, Technology, and Computer Science invites applications for the position of LEAD Peer Mentor. Mentors in this position can expect to:

- Be paid at a rate of \$10 per hour.
- Interact with members of our industry mentor pool
- Commit to a minimum of one full calendar year of participation (beginning in summer of 2018-remote participation from home is acceptable in the summer).
- Attend one mentor training session as scheduled by the coordinator
- Attend the Welcome Event/Orientation scheduled at the beginning of each semester and attend the De-Stress event at the end of each semester.
- Maintain a friendly, but professional relationship with mentees.
  - Remain in contact (at least bi-weekly) with your mentees (in person, by phone, or by email).
  - Contact future mentees over the summer prior to their arrival (phone or email).
  - No romantic relationships between mentees and mentors is permitted.
- Work with your mentees to help them to create a list of SMART Goals for each semester that you can provide support to help them to achieve.
- Refer mentees to appropriate services, resources, and opportunities on campus and in the community as needed and report concerns to the coordinator.
- Attend two mentor professional development workshops or meetings per month as announced by the coordinator.
- Participate in committees, as needed to plan mixers, workshops, etc.
- Coordinate participation in a minimum of 3 ETCS or PFW sponsored events each semester with your mentee(s) and complete the Activity Report Forms for each event.
- Dedicate approximately 3-4 hours each week during the spring and fall semesters in a mentoring capacity (making contacts, attending events and activities, participating in professional development, volunteering at ETCS and Outreach events, committee work) and approximately 1 hour per week in the summer semester contacting mentees by phone or email.

## Qualifications

### Required:

- Student in the College of Engineering, Technology, and Computer Science (any discipline)
- Have earned at least Junior class standing by the end of Spring 2018 (with at least 30 credit hours earned at PFW)
- Have and maintain at least a 2.75 cumulative GPA
- Able to commit approximately 3-4 hours per week and for one full calendar year (summer commitment is approximately 1 hour per week)
- A positive attitude
- Dependable (makes a commitment and follows through)
- A desire to make a positive difference in the lives of peers

### Preferred:

- Co-op or internship experience
- Participation in a Student Professional Organization (SAL, SWE, ASCE, ASME, IEEE, or any other)

### Additional Information:

- Review of applications is on-going. **Please submit a cover letter and resume to the program coordinator, Sara Thomas, at [thomassm@pfw.edu](mailto:thomassm@pfw.edu).**