GRADUATE MENTOR – MULTIPLE POSITIONS
(50% GRADUATE ASSISTANTSHIP)

OFFICE OF MINORITY STUDENT AFFAIRS

POSITION SUMMARY:

The Graduate Mentor position is designed to promote academic student success. Through systematic monitoring of academic performance, intensive personal counseling and referral to campus resources, Graduate Mentors provide holistic retention services to a select caseload of students. Core tasks are categorized by academic, administrative, and programming functions.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The successful candidate will be expected to exercise good judgment, and maturity in the execution of responsibilities. Evening and weekend hours may be required.

1. (75%) Academic functions:
   - Assisting students in understanding and negotiating the academic rules and regulations that govern academic eligibility, progress, and successful degree completion.
   - Mentoring and coaching students by providing timely and accurate information about policies and procedures relevant to academic progress, academic status, general degree requirements, how to set and achieve realistic academic and personal goals and gauge adjustment to academic and social engagement on campus.
   - Assisting students with meeting deadlines for completing various college or campus requirements and/or following up on program, college of instructional faculty questions and/or concerns.
   - Providing crisis intervention and support through assisting students with identifying and addressing barriers to academic success.
   - Assisting students with reviewing their academic progress to develop plans on improving their academic performance.
   - Monitoring and replying to student responses to varying outreach efforts.
   - Routinely reviewing related student office and college related information specific to each student on your caseload via various office and institutional systems.
   - Making proper referrals to other campus resources.
   - Serving as a liaison between the student and the program staff and where appropriate advocating for the students with internal and external audiences.
   - Special assignments, as assigned.
2. **(20%) Administrative functions:**
   - Preparing and submitting weekly service delivery reports to appropriate sources.
   - Maintaining accurate student service records centered on academic progress and plans, goals, concerns, referrals etc.
   - Attending all relevant staff meetings (e.g., staff meeting, individual/group supervisory meetings, etc.).
   - Participating in appropriate training and in-service development seminars.
   - Participating on select departmental/unit, division or campus level committees, as assigned.
   - Assisting with meeting the operational needs by performing other appropriate related duties.

3. **(5%) Programming functions:**
   - Participating in Quad Day, Welcome activities, First Generation Day, Transfer Student Activities, Mom’s Day etc.
   - Assisting staff with organizing and implementing other various outreach activities and/or workshops.
   - Representing the office at various Division, College and/or Campus level programs.

**ORGANIZATIONAL AND WORKING RELATIONSHIPS**

- This person reports directly to an assigned Student Success Advisor who reports directly to the Senior Associate Director for Student Success
- This position will regularly interact with all staff in the unit, the campus’ diverse student population, University faculty, academic professionals and administrative staff as well as varying external audiences.

**REQUIRED EDUCATION AND EXPERIENCE**

- Must be in good academic standing
- Must be enrolled in a University of Illinois at Urbana-Champaign graduate program

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Commitment to working with students from culturally diverse backgrounds
- Knowledge of challenges, issues, or barriers facing undergraduate students, especially special student populations such as historically-underrepresented and transfer students
- Knowledge of intervention services (e.g., developmental activities and programs) designed to achieve student success
- Have experience with advising and counseling students that are from at least one of the following areas: TRiO programs, non-traditional students, first generation, low sending counties, low socioeconomic background, and/or students in intercollegiate athletics
- Have experience with program/workshop development and implementation
- Ability to navigate the Internet and various Learning Management Systems (e.g., Moodle, Compass, LON-CAPA etc.)
Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Publishing)
Have strong organizational, communication and interpersonal skills
Have strong ability to work on a self-directed basis, as well as, collaboratively
Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of UIUC curriculums and policies
- Proficiency in the use of Banner student systems, Uachieve/DARS, Transferology

LEARNING OUTCOMES

Graduate employees will be able to:

- Identify multiple campus programs and services that can help to discover, cultivate and attain designed academic and personal goals
- Develop key college and campus level partnerships to facilitate the identification of multiple resources to aid in answering questions and/or to solve student-related problems
- Use available information and data to construct individualized action plans in order to assist with implementation of the various institutional retention plans
- Apply early alerts in order to detect points of concerns, pinpoint and connect to campus resources, assist with spotting learning styles and nurture reflective thinking and ownership of growth
- Develop an effective student-centered climate/relationship through the review of policies, elimination of barriers, hands-on service learning, leadership, etc.
- Develop new professionals

HOURS: Approximately 20 hours per week.

SALARY: No less than $17,788 per year for a 50% appointment on a 9-month service basis or an amount equivalent to the previous year’s minimum increased by the percentage increase announced by the Chancellor and Provost as part of any campus-wide general salary program for FY20, whichever is greater.

ANTICIPATED START DATE: August 16, 2019

HOW TO APPLY: To apply, please visit https://forms.illinois.edu/sec/5474620 to complete the application and ensure that “Graduate Assistant – Graduate Mentor” is selected.

Transcripts will be required before appointment can be made.

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until a suitable candidate is identified.

WEBSITE: http://omsa.illinois.edu/
STUDENT AFFAIRS DIVERSITY STATEMENT:
http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).