

First Year Mentor Job Description

The First Year Mentor (FYM) position is a paraprofessional position within the Division of Student Affairs. The FYMs primary responsibility is to ease the transition of new students into the academic and social community of Columbia College, and to strengthen the affinity to campus. FYMs support Foundations Instructors in class and provide guidance and resources to new students outside of the class. The Coordinator of Student Involvement and Traditions directly supervises the FYMs. FYM appointment begins in March with Registration Events and extends through the end of the fall academic term in December.

Specific job responsibilities include but are not limited to the following:

- Collaborate with Foundations faculty to assist in the facilitation of the course curriculum during the 16-week Fall Semester course.
- Meet with the Foundations Coordinator and the assigned Foundations Instructor on a regular basis to provide feedback and recommend improvements for the Foundations course.
- Serve as a referral and resource for Foundations students who need assistance.
- Assist with development of FYM specific Foundations initiatives and other Student Affairs programs.
- Return to campus 7-9 days before the start of the fall semester for training and event preparation.
- Facilitate and assess specific Welcome Week programs mandated for Foundations students.
- Coordinate and implement half-hour long one-on-one meetings with each student enrolled in the FYMs assigned Foundations Class session outside of normal class time to discuss resources, support and transitional issues.
- Provide information to the Foundations Coordinator and Supervisor regarding students who encounter issues adjusting to college life.
- Assist in the desk coverage at all temperature monitoring stations. Approximately 3-10 hours a week.
- Participate in the recruitment and training of students for the FYM Program.
- Adhere to professional workplace behavior and ethics including appropriate interpersonal skills, exemplary student behavior in campus and on-line communities, good personal hygiene, appropriate dress and on-time arrival and preparedness for events and meetings.
- Practice superior customer service.
- Fulfill additional responsibilities as assigned.
- Display respect and civility to all constituencies regardless of method of communication.
- Perform job duties in accordance with Columbia College's vision, mission and values, and contribute to the development of the Division of Student Affairs.

In order to apply and be considered for the FYM position, successful candidates must meet the following qualifications:

- 2.5 cumulative G.P.A.
- Desire to positively impact and encourage students' overall success at Columbia College.
- Able to meet the responsibilities of the job.
- Able to return to campus approximately 7-9 days prior to the start of a semester for training.
- Full-time day student at Columbia College.

Students in the FYM position are paid \$10.30 an hour and are compensated for time served.

This position and the position description is subject to change.