



Student Support Services Grade Watchers Mentor



Fall 2017-Spring 2018 Academic Year Mentoring Description

The University of North Texas Student Support Services Program is currently accepting applications for its 17-18 academic year Grade Watchers mentoring program. The Student Support Services Program provides assistance in the areas of academic support, personal development, financial literacy, professional development, and graduate and professional school exploration. The primary purpose of this federally funded program is to prepare and assist students in the areas of persistence, academic standing and graduation.

The students attend weekly mentoring session for 50 minutes in which they will discuss various topics.

We are seeking to staff with strengths in the following areas:

- Motivation
- Financial Savvy
- Encouragement
- Determination
- Community Service
- Honesty
- Maturity
- Positivity
- Dependability

Thank you,

Desiree Padron

Grade Watcher Coordinator



Student Support Services Grade Watchers Mentor Application



SECURITY SENSITIVE POSITION - BACKGROUND CHECK REQUIRED

SALARY: \$8.25

TERM: Training: Saturday, September 2, 2017, 8:30 AM-3:00 PM
Work Period: Monday, September 4, 2017 through Friday, December 1, 2017

HOURS: Hours will vary based on each captain's individual schedule. Captains' may conduct up to three mentoring sessions per week. The breakdown of each mentoring session is as follows:

Mentoring Session 1 hour
Preparation 2 hours

*each mentoring session will result in three hours of work to include preparation hours.

DUTIES AND RESPONSIBILITIES:

- ✓ Attend all SSS staff Training, TBA
- ✓ Attend Grade Watcher specific training
- ✓ Conduct weekly sessions
- ✓ Utilize preparation hours efficiently
- ✓ Create a captain's choice workshop of your choosing.
- ✓ Submit session documentation
- ✓ Communication and outreach to mentees weekly.
- ✓ Keep spreadsheet of student academic activities.
- ✓ Maintain session food inventory.
- ✓ Provide honestly about your own academic and personal development through college.
- ✓ Act as a positive role model for the students
- ✓ Keep Administrative Staff informed of any unusual student behavior
- ✓ Complete student evaluation surveys as requested.
- ✓ Prepare a survival guide at the end of spring semester.
- ✓ Engage in 3 hours of paid community service or professional development sessions per semester.

PREFER:

Juniors and Seniors, but strong consideration will be given to sophomores that possess exceptional qualities and experience in mentoring.
Previous experience working in or with a mentoring program.
Previous TRIO participants or experience working with individuals of modest-income, first-generation or disability backgrounds.
3.0 GPA minimum required.

APPLICATION:

Interested applicants should complete an Eagle Careers (<http://studentaffairs.unt.edu/eagle-network>) application. We will then email you the Student Support Services-specific application. **Complete and return the GW application to Sage Hall Room 215 SSS front desk with a resume attached by Friday, April 14, 2017.** Interviews will be scheduled for the following week. Hiring decisions will be made by April 28, 2017.

CONTACT PERSON: Desiree Padron desiree.padron@unt.edu Sage Hall, Room 217E

DISCLOSURE OF OTHER CAMPUS : EMPLOYMENT

Each applicant will be responsible for disclosing additional employment on campus.



Grade Watchers Peer Mentor Application



Full Name: _____
Last First Middle

Mailing Address: _____
City State Zip

Email Address: _____
Campus Email Address Preferred Email Address

Phone Number: _____

Do you currently work on campus? Y/N If yes, how many hours/week do you work? _____

Please include one of the following Social Security # / Student ID# _____

Are you a current or former TRIO participant? If yes, which programs? _____

Educational Background

Colleges Attended	Major/Minor	GPA

Current Classification

Expected Graduation Date

Employment History

Company/Organization	Position/Title	Length of Time at Position

Mentoring History

What has been your experience working in or participating with a mentoring program?

Strengths

What are your career goals?

Hobbies/Interests

Preferred Mentoring Subjects/ Styles

List References

Current/ Former Employer or Supervisor

_____	_____	_____
Contact Person	Organization/Business	Email Address

Personal Reference (Cannot be a person of your immediate or extended family.)

_____	_____	_____
Contact Person	Organization/Business	Email Address