

Overview of First-Year Mentor Responsibilities 2014

Job Description: First-Year Mentors are expected to work 6 hours each week for the first ten weeks of the semester. Approximately 2 hours are spent in the BCC 100 classroom, contributing to the class as arranged with the course instructor. The other hours are spent working with first-year students as a group or individually outside of class and completing other tasks assigned by the instructor. Mentors should plan to meet regularly with their instructors at least 20 minutes each week. Mentors are also expected to attend bi-weekly mentor reports and attend bi-weekly mentor meetings. During the last 4 weeks of the semester, mentors are paid for 4 hours of work. This time should be spent reaching out to and interacting with students, especially those students who may be having difficulties.

Being a first-year mentor requires a serious commitment of both time and energy. Applicants should consider their fall coursework, other leadership positions, and work assignments before applying. Resident Assistants, student teachers and KCAB officers should not be First-Year Mentors.

I. MENTORS MUST ATTEND ALL OF THE FOLLOWING:

May 8-9	Spring Mentor Training
August 16-19	Fall Mentor Training
August 20	Berry Bellhop--assist new students moving in to dorm
August 21-23	Viking Venture, <i>(Each First Year Seminar Class will receive a different schedule.)</i>
September 2	11:00 First-Year Mentor meeting
September 6	First-Year Service Day
September 11	*7:00 "Can I Kiss You?" with Mike Domitrz
September 16	11:00 First-Year Mentor meeting
TBA	7:30 Conson Wilson Lecture: Summer Book Author
October 7	11:00 First-Year Mentor meeting
October 21	11:00 First-Year Mentor meeting
November 4	11:00 Martha Awards

ADDITIONAL RESPONSIBILITIES

Administrative:

- **Turn in a bi-weekly activity report online.** You'll receive a reminder each week.
- **Post your work hours every pay period.** You'll be paid a stipend equivalent to 6 hours of work. Please just post 1 hour per week.
- **Meet with your instructor for about 20 minutes a week outside of class** to compare observations about how the class is going, share concerns, and plan class activities and lessons. Depending on the wishes and/or needs of your instructor, you should plan to take an active role in planning the class. Your instructor will probably be glad to have your input.
- **Attend every class meeting** and speak up throughout the course whenever you can add an experienced student's unique perspective to the discussion. Your instructor may also want to turn certain discussions over to you to lead.
- **Check in with any student who is not in class** to be sure he or she is ok and to catch the student up on assignments. This is especially critical during Viking Venture, when students are apt to make mistakes with the schedule.

- **Create an e-mail distribution list for your class** so that you can send reminders or announcements to the group.
- **Help facilitate BOLD beginnings.**
- **Additional duties:** Your instructor may ask you to take over some of administrative duties such as taking role, grading quizzes, and checking assignments.
- **Report to your ME leader or KP with any questions.**

General:

- **Interact with your students outside of class.** You should plan to spend approximately 3 hours each week interacting with students outside of the classroom. In addition to group activities such as hikes to the reservoir or dinner at Schroeder's, look for ways to interact with individuals and or small groups of students. In the past, mentors have called on students in their dorm rooms, invited one or two students to lunch each week, taken students with them on a Wal-Mart run, etc. Your students can give you suggestions for group activities.
- **Be available to help in the FYE Office as needed.** From time to time we will need help with projects, surveys, etc. Please try to be as helpful as your schedule will permit.

Viking Venture:

- **Attend and participate in activities for your class as scheduled.** Your participation will ensure your students' participation.
- **Arrange transportation to your instructor's home for the summer book discussion.** Take a few minutes at the end of the Viking Venture class to set up carpools and distribute directions.
- **Participate in the summer book discussion.** Be sure that you have read the summer reading book and speak up during the discussion. Try to think of questions to move the discussion along.

First-Year Service Day:

- **Arrange transportation, pick up t-shirts for your class, and take cookout reservations prior to First-Year Service Day.**
- **Contact the agency or supervisor of your project prior to First-Year Service Day to confirm arrangements and directions to the site.**
- **Turn in to the FYE Office a waiver form for each student participating in First-Year Service Day.**
- **Serve as foreman of your work crew.**

Mentors must be in good academic and social standing. As student leaders, they are expected to comply with all rules of the Viking Code.