**Vermont State University – Castleton**

**TRIO/Academic Support**

**2023 Summer Bridge Lead Mentor Job Description**

# Purpose

The Summer Bridge Lead Mentor serves to coordinate the mentor team, working closely with Academic Support staff in managing the Summer Bridge program in a variety of ways. The Lead Mentor will support all mentors in working directly with first-year participants, facilitating and coordinating small groups in planned activities, and assisting the Area Coordinators in monitoring participants in the residence halls after program hours. The Lead Mentor also plays an important role in facilitating Summer Bridge Mentor training.

# Specific Responsibilities *Prior to the Summer Bridge Week*

* Attend Summer Bridge Mentor orientation/training sessions during the week of April 17, 2023.
* Help facilitate the primary training program Wednesday through Friday, August 9 – 12, 2023. Mentors may move into their campus rooms Tuesday afternoon (8/8) so they are ready to begin training at the ASC at 9:00 am on Wednesday. Training will run through the evening on Friday.

***During the Summer Bridge Week* (Sunday, August 13 - Thursday, August 17, 2023)**

* Coordinate and support the mentor staff, meeting with mentors individually and as a group to maintain open communication, mutual respect, and effective working relationships.
* Assist staff and participants during check-in and all the welcome/orientation activities on Sunday, as well as during the closing activities on Thursday.
* Collaborate with the team of mentors and staff to organize and manage all program activities, including exploratory workshops, ice breakers and other interactive sessions, trips, etc.
* Participate in the preparation and presentation of the academic components of the program.
* Monitor participants’ activities in the residence halls: advise, help problem-solve, and communicate with/make referrals to the Area Coordinators and Public Safety as needed.
* Confer regularly with Academic Support staff and the mentor team regarding any concerns about participants’ physical, emotional, social, and academic well-being.
* Immediately inform the Academic Support staff (as well as the Area Coordinator or Office of Public Safety after program hours) of any infractions of Castleton rules and regulations on the part of participants. Refer participants - and mentors - to the student handbook regularly.
* Honor and maintain participants’ confidentiality.
* Ensure that the mentor team is available to the new students at all times.

***After the Summer Bridge Week***

* Stay in touch with Summer Bridge participants and mentors informally, referring them for needed counseling, tutoring, or other services as appropriate.
* Work with the TRIO Program Assistant and the entire ASC Mentor Team to plan and conduct two reunion activities for all mentees during the fall semester.
* Attend ASC/TRIO events during the fall & spring as possible; encourage mentees’ participation.

**Job Description**

# Expectations

All Summer Bridge Mentors, including the Lead Mentor, are expected to represent VTSU in a mature and responsible manner and to serve as positive role models for the first-year participants. They are expected to live on campus during training and the program and must exhibit exemplary behavior at all times.Mentors are expected to build rapport with participants, to share VTSU experiences and insights, to encourage participants to make positive choices and to put forth effort to succeed, to advise when appropriate, and to make referrals to others in situations beyond the scope of their own knowledge, expertise, responsibility, or authority. In order to create and maintain a positive climate throughout this intensive program, it is essential that mentors treat themselves and each other, as well as the Academic Support staff and the entire University community, with respect, compassion, and integrity. The Lead Mentor is expected to initiate, foster, and support this *esprit de corps* among the mentor team.

# Qualifications

Like all Summer Bridge Mentors, the Lead Mentor must demonstrate a willingness to help first generation, low-income and disabled students make the transition to college, and they must be in good academic standing. The Lead Mentor must also possess excellent leadership and organizational skills. Preference will be given to those with prior experience as a Summer Bridge Mentor. Experience in Residence Life, Student Support Network, and/or PAC may be advantageous but is not required.Fleet License preferred.

# Terms of Employment

The Summer Bridge Lead Mentor’s employment begins with a planning meeting with ASC staff the afternoon of Tuesday, August 8, 2023, and ends on Thursday, August 17, 2023, at approximately 3:00 pm, once the Academic Support Center is cleaned and set up for the start of the semester. The Lead Mentor may not be engaged to work elsewhere during the entirety of the training and program weeks. Remuneration will be $1,500, plus room and board throughout training and Summer Bridge, and payment will be issued after the conclusion of the program.

# Supervision

The Summer Bridge Lead Mentor will receive supervision from the Academic Support staff (primarily the from the Director and the Coordinator of Disabilities Services).

Apply [here](https://localweb.castleton.edu/machform/view.php?id=205026) by February 21, 2023.

**For more information, contact:**

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The Castleton TRIO SSS program is partially funded by a US Department of Education TRIO grant at $348,003 annually.