# Vermont State University - Castleton

# TRIO/Academic Support

**2023 Summer Bridge Mentor Job Description**

## Purpose

Summer Bridge Mentors work with the Lead Mentor to assist the Academic Support staff in planning and managing the five-day Summer Bridge program in a variety of ways: working directly with first-year participants, facilitating and coordinating planned group activities, and assisting the Area Coordinators in monitoring participants in the residence halls after program hours.

## Specific Responsibilities *Prior to the Summer Bridge Week*

* Attend Summer Bridge Mentor orientation/training sessions during the week of April 17, 2023.
* Participate in the intensive 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)**

* 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.
* Provide guidance for a small “family” of participants.
* 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 other mentors regarding any concerns about participants’ physical, emotional, social, and academic well-being.
* Immediately inform the Lead Mentor and the Academic Support staff (as well as the Area Coordinator or Office of Public Safety after program hours) of any infractions of VTSU rules and regulations on the part of participants. Refer participants to the student handbook regularly.
* Honor and maintain participants’ confidentiality.
* Be available to the new students at all times.

***After the Summer Bridge Week***

* Stay in touch with Summer Bridge participants 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 TRIO events in the ASC during the fall as possible; encourage mentees’ participation.

***Job Description***

## Expectations

Summer Bridge Mentors 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 appropriate 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.

## Qualifications

Summer Bridge Mentors 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. Prior experience as a Summer Bridge participant or mentor or experience as a residence life staff member is preferred but is not required. Fleet License preferred.

## Terms of Employment

The Summer Bridge Mentor’s employment begins with the beginning of training at 9:00 am on Wednesday, August 9, 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. Summer Bridge Mentors may not be engaged to work elsewhere during the entirety of the training and program weeks. Remuneration will be made according to the following schedule and also include room and board throughout training and the Summer Bridge program, and payment will be issued after the conclusion of the program.

* No previous Summer Bridge Mentor employment - $900
* One year previous Summer Bridge Mentor employment - $1,000
* Two or more years previous Summer Bridge Mentor employment - $1,100

## Supervision

Summer Bridge Mentors will receive supervision from the Academic Support staff (primarily the Director and the Coordinator of Disabilities Services), along with support from the Lead Mentor.

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.