# Castleton Academic Support Center

**2021 Summer Transition Program**

**Mentor Job Description**

## Purpose

Summer Transition Program Mentors work with the Lead Mentor to assist the Academic Support staff in managing the five day Summer Transition 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 STP Week*

* Attend STP Mentor orientation/training sessions during the weeks of April 19 & 26, 2021.
* Participate in the primary training program Wednesday through Friday, August 11 – 13, 2021. Mentors may move into their rooms on Tuesday evening (8/10) so they are ready to begin training at the ASC at 9:00 am on Wednesday. Training will run through late evening on Friday.

***During the STP Week* (Sunday, August 15 - Thursday, August 19, 2021)**

* 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 Castleton 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 STP Week***

* Stay in touch with STP participants informally, referring them for needed counseling 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 Transition Program Mentors are expected to represent Castleton in a mature and responsible manner and to serve as positive role models for the first-year participants. They must exhibit exemplary behavior at all times during the week.Mentors are expected to build rapport with participants, to share Castleton 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, with respect, compassion, and integrity.

## Qualifications

Summer Transition Program 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 an STP participant or mentor or experience as a residence life staff member may be advantageous but is not required.

## Terms of Employment

The STP Mentor’s employment begins with the beginning of training at 9:00 am on Wednesday, August 11, 2021, and ends on Thursday, August 19, 2021, at approximately 3:00 pm, once the Academic Support Center is cleaned and set up for the start of the semester. Remuneration will be $700.00 plus room and board during training and the Summer Transition Program.

## Supervision

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