

## Overview of First-Year Mentor Responsibilities 2022-23

**Job Description:** First-Year Mentors are expected to attend and assist with every BCC 100 class meeting and to lead a minimum of 6 additional discussion sessions with students. They are also responsible for building community among the students by interacting with them individually and planning group activities outside of class. Mentors are also required to meet regularly with their instructors at least 20 minutes each week, to attend bi-weekly mentor meetings, and to give feedback to the Office of Academic Transitions throughout the semester.

Mentors receive a weekly stipend equivalent to 6 hours of student work.

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 and KCAB officers may not be First-Year Mentors.

### **MENTORS MUST ATTEND ALL OF THE FOLLOWING:**

|                |   |
|----------------|---|
| May 6          | Spring Mentor Training                  |
| August 10      | Move into Residence Hall                |
| August 11 - 16 | Fall Mentor Training                    |
| August 17      | Berry Bellhop                           |
| August 18 - 21 | Viking Venture                          |
| TBD            | First-Year Community Engagement Project |
| TBD            | BRAVE Program                           |
| TBD            | Conson Wilson Lecture                   |
| TBD            | Martha Awards                           |

## ADDITIONAL RESPONSIBILITIES

### Administrative:

- **Provide feedback to Academic Transitions.** You'll receive additional information about this at the start of the semester.
- **Attend all mentor meetings.** Mentor meetings will take place on Tuesday or Thursday, 11am to 12pm during the semester. Attendance is required.
- **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 weekly instructor-led class meeting** and speak up throughout the course whenever you can add an experienced student's unique perspective to the discussion.
- **Lead at least 6 weekly discussion sessions** that students are required to attend. Mentors will be trained to lead these sessions during training for fall semester.
- **Check in with any student who is not in class** to be sure they are 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.

### 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 Moe's, look for ways to interact with individuals and or small groups of students. In the past, mentors have called on students in their Residence Hall, 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.

### Viking Venture:

- **Attend and participate in activities for your class as scheduled.** Your participation will ensure your students' participation.
- **Plan additional activities to do with your class during Viking Venture.** Mentors will have begun planning additional activities during Spring training. Be sure to plan activities that are sensitive to differing abilities in your class.
- **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.

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