Office of Multicultural Students Affairs (OMSA)  
2020-2021 Success Coach (Mentor) Job Description

Compensation:  
- $10.00 per hour

Hours  
- Hours per week: Approximately 4-5 hours per week

Duties:  
- Communicate with ARU Mentoring Program staff on progress of coaching relationships  
- Motivate, guide, and provide resources for protégé(s) (Mentees)  
- Attend all ARU trainings and staff meetings  
- Attend OMSA and ARU-sponsored programs with protégé(s)  
- Participate in educational and social activities with protégé(s)  
- Participate in 3 Leadership or Professional Development Workshops per semester  
- Complete all program plans, goal sheets, or other paperwork as needed  
- Have a minimum of 6 connections (3 face-to-face meetings, calls, video chats, etc.) with protégé(s) per semester  
- Co-create and submit a minimum of 3 goals for protégé(s) per semester  
- Fill out and submit time sheet and clock all work hours on the UW System Portal  
- Have 3 one-on-one meetings with ARU Mentoring Program Coordinator per semester  
- Host 1 pre-approved study table event per semester (can be in groups of 2 or 3 Coaches)  
- Host 1 pre-approved educational/retention ARU program per semester (with a fellow Success Coach and Coordinator of ARU Program)  
- Hold a maximum of 2 hours of office hours per week in OMSA

Qualifications:  
- Have commitment to and belief in student success  
- Cumulative GPA of 2.5  
- Be a sophomore, junior, or senior in good standing with the university  
- Have excellent Customer Service Skills  
- Be flexible with availability of schedule  
- Make a full academic year commitment as a Success Coach

Application Process:  
Submit the following to the Office of Multicultural Student Affairs (WYLL D182) when you apply online:  
- ARU Success Coach Application Form with responses to essay questions  
- Resume

Candidates who submit a complete application will be contacted about next steps in the selection process.  
Questions? Contact the Office of Multicultural Student Affairs at omsa@uwp.edu.