



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.

