



Office of Multicultural Students Affairs (OMSA)
ARU Mentor

Position Description:

ARU Mentors are experienced college students that demonstrate exemplary leadership and passion to help others succeed. They serve as role models and as a positive resource for mentees (incoming students). They communicate regularly with their mentees to help them achieve their goals and to create a home for them at UW-Parkside. They engage in leadership and professional development activities and plan programming for mentees.

Supervision Received:

Reports to the Coordinator for Retention Programs in the Office of Multicultural Student Affairs

Compensation:

- \$12.00 per hour

Hours

- Hours per week: Approximately 5-8 hours per week

High Impact Practice (HIP) Statement

By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain necessary tools to grow and contribute as professionals.

Position Tasks and Corresponding NACE Career Readiness Competencies

1. Critical Thinking

- a. Problem solve and refer students to campus resources, services, student organizations, etc. as needed.
- b. Opportunity to create educational or social programs with a special topic focus.
- c. Practice challenge and support in conversations with mentees to foster student growth.

2. Communications

- a. Apply strong interpersonal and customer service skills when interacting with mentee(s), students, faculty, staff, public and fellow mentors.
- b. Communicate weekly with assigned mentee(s) with calls, texts, video chats, social media, etc. Meeting minimum of 6 times per semester.
- c. Communicate regularly with ARU Mentoring Program staff on progress of coaching relationships.
- d. Write program proposals and plans for the program planning requirement (where applicable).
- e. Submit written event reflections for the leadership or professional development requirement (where applicable).
- f. Facilitate events and presentations for program planning requirement.
- g. Host 1 study table event per academic year (can be in groups of 2 or 3 mentors).
- h. Generate ideas and create content for social media posts and contribute to the OMSA Newsletter.

3. Teamwork

- a. Collaborate with ARU staff and fellow mentees to create and execute programs.
- b. Collaborate with ARU staff and fellow mentees to learn best practices for mentoring relationships.

4. Leadership

- a. Attend OMSA and ARU-sponsored programs with mentee(s)
- b. Co-create and submit a minimum of 3 goals for mentee(s) per semester.
- c. Participate in at least 1 Leadership or Professional Development event/workshop per semester for the leadership or professional development requirement.
- d. Demonstrate responsibility following opening/closing procedures with respect to the OMSA Office.

5. Technology

- a. Create PowerPoint presentations for events.
- b. Use staff email and Outlook calendar.
- c. Utilize web conferencing programs for meetings and events. (Ex: Zoom, Microsoft Teams, etc.)

d. Utilize the available online mentoring technologies to communicate with mentee(s), check-in on goals, find resources, etc.

6. Professionalism

- a. Attend all weekly ARU staff meetings, training, and other related OMSA/ARU meetings.
- b. Complete a minimum of 2 hours of office hours per week.
- c. Complete all weekly summaries and clock all work hours on the UW System Portal.
- d. Present professional presence throughout campus as an employee of the Office of Multicultural Student Affairs
- e. Provide office support including greeting visitors, answering office phones, and other administrative duties in OMSA.
- f. Maintain confidentiality and discretion surrounding student information and privacy.
- g. Perform other duties as assigned.

7. Career and Self-Development

- a. Attend monthly one-on-one meetings with ARU Program Coordinator throughout the academic year to develop and assess plans for personal and professional goals.
- b. Manage your time and day-to-day responsibilities with limited supervision.
- c. Complete a yearly performance evaluation with supervisor.

8. Equity and Inclusion

- a. Contribute to mentor training surrounding issues related to equity, diversity, and inclusiveness.
- b. Respectfully interact with a diverse community of faculty, staff, co-workers, and students of all cultures, races, ages, genders, sexual orientations, and religions.

Required Qualifications:

- Must have commitment to diversity, equity, inclusion, and belief in student success.
- Must have a cumulative GPA of at least 2.5.
- Must be a sophomore, junior, or senior in good standing with the university.
- Must be flexible with availability of schedule.
- Must make a full academic year commitment as a mentor.

Application Process:

Submit the following via the online application:

- ARU Mentor 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 us at aru@uwp.edu or the Office of Multicultural Student Affairs.

