



Title: COORDINATOR FOR FACULTY/STAFF STUDENT MENTOR PROGRAM

Hours per week: Weekdays 10-12 hours per week (some evenings)

Length of assignment: August 8, 2008, until May 9, 2009.

Location of workstation: 217 EUC and/or 062 EUC

Supervisor: Assistant Director of Multicultural Affairs

Salary: \$10.00 per hour

QUALIFICATIONS:

Must be full time graduate student

Excellent organizational skills

Excellent communication skills

Experience and knowledge with Microsoft Office

Experience working with diverse groups

Experience working with mentor programs is preferred.

JOB DESCRIPTION:

- Serve as primary contact person for mentors and student protégés participating in the program
- Plan and host activities for September 2008 Welcome Mentor/Protégé Dinner
- Plan and host activities for Mentor Orientation
- Maintain and collect mentor/protégé data and program information during fall 08 and spring 09
- Coordinate mentor/protégé assignments
- Meet with protégés and conduct interviews to inform about expectations
- Make food and room setup arrangements for program activities
- Handle mentors' reimbursements
- Plan activities for mentor orientation and In-services
- Suggest and order supplies/materials for program activities
- Plan end of semester mentor lunches and recognition activities
- Assist with program recruitment activities
- Create summary of activities during and at end of each semester—i.e. evaluation and progress report information
- Meet weekly with Assistant Director of Multicultural Affairs for program updates.

Contact Information

Alta Thornton, Assistant Director of Multicultural Affairs

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