



JOB DESCRIPTION

JOB TITLE: Act 101 Program Mentor

REPORTS TO: Director of Student Support Services

CLASSIFICATION: Part-Time – Grant \$ 12.00/hour 18 hours/week

SUMMARY:

To assist the Act 101 Personal Development Specialist in providing continuous support to Act 101 eligible students

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contact eligible Act 101 students via bi-weekly phone calls or email in order to engage and retain their participation in the Act 101 program.

Assemble and distribute Academic Survival Kits to eligible Act 101 students.

Assist the Personal Development Specialist in promoting financial aid awareness to Act 101 students.

Assist the Personal Development Specialist in the arrangement of Act 101 student financial aid workshops and measure attendance via sign-in sheets.

Refer Act 101 students to the Special Populations Facilitator, Personal Development Specialist, and Tutors as appropriate.

Maintain Act 101 Mentor Logs for each student which records the date of each session, the type of each session, and the time spent during each session.

Provide timely submission of time card, as validation of hours worked, for grant compliance.

Attend professional development as deemed necessary by the Director of Student Support Services.

Provide information to the Director of Student Support Services as needed to satisfy Act 101 grant objectives

Perform other duties related to the Act 101 Mentoring program as assigned by the Director of Student Support Services.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Associate degree in a Human Services related field, preferred.
One year experience serving postsecondary at-risk population, preferred.

Knowledge of:

College policies and procedures.

Ability to:

Communicate effectively verbally and in writing.
Operate a PC and related software.
Maintain effective working relationships with other people.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

**Part-Time Grant Position – Act 101 Mentor
Non-Exempt
July 2017**