PURDUE PROMISE

STUDENT LEADER POSITION DESCRIPTIONS

Fall 2013-Spring 2014
Assistant Coach Description: The Assistant Coach will assist Purdue Promise by supervising first-year mentors, facilitating student outreach, and providing support to students through one-on-one coaching. The Assistant Coach will develop skills in organization, verbal and written communication, computer and database experience, time management, and gain experience working in a dynamic and professional office. This position will be 8 hours per week during the fall and spring semesters. Students in this role will have the opportunity to work during the summer to assist with STAR.

Compensation: $8.00/hour

Duties include, but are not limited to:

- Recruiting, training, and supervising Mentors
- Providing on-going / follow-up coaching for first-year students and sophomores based on guidance from Coaches and requests / reports from Mentors
- Overseeing Mentors reporting interactions with students; reviewing reports and referring designated “red flag” and “high risk” issues to Coaches
- Serving as first-contact for Mentors’ concerns / issues / needs
- Recording all interactions with program participants (both students in caseloads and Mentors)
- Assisting Coaches and Mentors in encouraging students’ participation in programming
- Facilitating student outreach, motivation, and recognition
- Coordinating open office hours for assigned caseload
- Working designated events (monitor attendance, answer questions, etc.)

If Available to Work During Summer 2013:

- Contacting incoming students prior to STAR to provide guidance and answer questions
- Meeting with incoming students during STAR to review expectations and have students sign contracts
- Following up with incoming students between STAR and BGR to provide guidance and answer questions

Requirements and Characteristics:

- Full-time Purdue University, West Lafayette student
- Required 3.0 cumulative GPA and good academic/judicial standing.
- Able to participate in the trainings listed below
- Dedication to helping students
- Open to learning about other cultures, ethnicities, lifestyles and backgrounds
- Organization and time management skills
- EXCELLENT written and communication skills
- Ability to serve as a positive role model
- Have a positive attitude and be accepting of change
- Ability to take initiative!

Expected Dates of Participation

- March 19, 5:30 pm to 7:00 pm: Training for Assistant Coaches, dinner provided
- April 17, 5:30 pm to 8:00 pm: Training with Mentors, dinner provided
- Fall and Spring trainings as announced by Purdue Promise staff

If you have any questions please contact Lisa Richardson (richa174@purdue.edu), Assistant Director, Student Success at Purdue
General ARG Description: The Academic Resource Guide (ARG) position is designed to assist students achieve academic success at Purdue. As you may know, this can be a challenging time - one that can be greatly enhanced by the addition of a friendly face. This position will assist the Purdue Promise program by providing academic guidance and coaching that assists each student in achieving his/her academic potential. They will develop skills in organization, verbal and written communication, computer and database experience, time management, and gain experience working in a dynamic and professional office. This position will be 6-8 hours per week during the fall and spring academic semesters.

Compensation: $7.50/hour

Duties include but are not limited to:

- Attend ARG training during late spring and additional trainings in the fall.
- Conduct weekly in-person meetings with students who are going through the academic review process.
- Build relationship with students and hold them accountable for the tangible goals that are set.
- Track student's progression through the academic review process.
- Follow up with students regarding recommendations given to improve academic standing.
- Promote academic success opportunities and updates to students.
- Manage data entry into the Student Success at Purdue academic review database.
- Assist Student Success at Purdue professional staff with other tasks as assigned.
- Assist with other Student Success at Purdue programs as directed.
- Participate in ongoing training and monthly meetings.
- Attend fall semester Purdue Promise events
  - Fall Training
  - Study Slam Event
- Attend spring semester Purdue Promise events
  - End of the Year Celebration
  - Spring Training
  - Study Slam Event

Requirements and Characteristics:

- Full-time Purdue University, West Lafayette student
- Required 3.0 cumulative GPA and good academic/judicial standing.
- Able to participate in the trainings listed above
- Dedication to helping students
- Open to learning about other cultures, ethnicities, lifestyles and backgrounds
- Organization and time management skills
- EXCELLENT written and communication skills
- Ability to serve as a positive role model
- Have a positive attitude and be accepting of change
- Ability to take initiative!

If you have any questions please contact Sabrina Brown, Assistant Director, Student Success at Purdue (sabrinab@purdue.edu)
**Peer Mentor Description:**

The **Purdue Promise Mentor** position is designed to assist incoming Purdue Promise students in their transition to Purdue. As you may recall, this can be a challenging time—one that can be greatly enhanced by the addition of a friendly face. Each Purdue Promise Mentor will be assigned a group of mentees and will remain in contact with these students over the course of the year. Purdue Promise Mentors will also work with a Purdue Promise staff member and Assistant Coach to support fellow mentors and connect with additional students.

Compensation: $7.25/hour (dispersed monthly)

**Duties include, but are not limited to:**

- Providing year-long face-to-face and online mentoring to assigned groups of incoming first-year students
- Facilitating mentor-group bonding during Fall Kickoff
- Serving as first point of contact for freshmen concerns / issues / needs
- Facilitating monthly mentoring activities with assigned mentor groups
- Participating in on-going training with Assistant Coaches related to mentoring expectations / activities
- Providing on-going / follow-up mentoring based guidance from Coaches and Assistant Coaches
- Recording all interactions with mentees
- Reporting designated “red flag” and “high risk” issues to Coaches / Assistant Coaches
- Promoting participation in programming
- Assisting Assistant Coaches with outreach, motivation, and recognition
- Attending / working designated events (interact with mentees, monitor attendance, answer questions, etc.)
- Attending open office hours for assigned Caseload, as able, to help answer questions and encourage interaction between mentees and other students in the Caseload

**Requirements and Characteristics:**

- Full-time Purdue University, West Lafayette undergraduate student
- Purdue Promise Student or a Twenty-first Century Scholar Scholarship recipient
- Sophomore or higher class standing in the fall 2013 semester
- Be in good standing with the university’s code of conduct.
- 2.5 cumulative GPA.
- Dedication to helping incoming Purdue Promise students
- Passion about Purdue Promise, Purdue University, and meeting first-year students’ needs
- Open to learning about other cultures, ethnicities, lifestyles, and backgrounds
- Show initiative to take on projects and responsibilities.
- Demonstrate flexibility through change.
- Ability to be a dedicated and supportive team member
- Organization and time management
- Good communication skills
- Ability to serve as a positive role model

**Expected Dates of Participation**

- April 17, 5:30 pm to 8:00 pm: Training with Mentors, dinner provided
- Fall and Spring trainings as announced by Purdue Promise staff

If you have any questions please contact Lisa Richardson (**richa174@purdue.edu**), Assistant Director, Student Success at Purdue
General Peer Tutor Description: The Peer Tutor will assist the Student Access, Transition and Success Programs (SATS) department by providing academic guidance and coaching that assists each student in achieving his/her academic potential. The Peer Tutor will develop skills in organization, verbal and written communication, computer and database experience, time management, and gain experience working in a dynamic and professional office. This position will be 8 hours per week from during the fall and spring semesters.

Compensation: $8.50

Duties include but are not limited to:

- Conduct weekly office hours dedicated to tutoring students in:
  - Biology
  - Computer Science
  - English
  - Economics
  - Physics
  - Management
  - Communications
  - Health Science
  - Math
  - Statistics
  - Agricultural Economics
  - Chemistry
  - Animal Science
  - French
  - Child Development & Family Studies
  - Sociology
  - Spanish
  - Psychology
  - Other courses are welcome

- Promote academic success opportunities and updates to students.
- Coordinate review sessions for exams in gateway classes such as chemistry, biology, physics, and math.
- Manage data entry into the Purdue Promise tutoring database.
- Be a sounding board for students that need help with courses that you may not be tutoring for.
- Assist with national training certification process.
- Assist with marketing tutoring to students.
- Assist Purdue Promise professional staff with other tasks as assigned.
- Participate in ongoing training, monthly staff meetings and one on one meetings with supervisor.
- Assist with other Student Success at Purdue programs as directed.
- Attend fall semester Purdue Promise events*
  - Fall Training
  - Study Slam Event
- Attend spring semester Purdue Promise events*
  - End of the Year Celebration
  - Spring Training
  - Study Slam Event
* Other events may be required throughout the semester based on the discretion of supervisor

Requirements and Characteristics:

- Full-time Purdue University, West Lafayette student
- Required 3.0 cumulative GPA and good academic/judicial standing.
- Able to participate in the trainings listed above
- Dedication to helping students
- Open to learning about other cultures, ethnicities, lifestyles and backgrounds
- Organization and time management skills
- EXCELLENT written and communication skills
- Ability to serve as a positive role model
- Have a positive attitude and be accepting of change
- Ability to take initiative!

If you have any questions please contact Sabrina Brown (sabrinab@purdue.edu), Assistant Director of Student Success at Purdue
The Purdue Promise College Success Advocate (CSA) position is designed to aid in collaboration between Purdue Promise and the Twenty-first Century Scholars (TFCS). This position will allow current Purdue Promise students or 21st Century Scholars to support, mentor, and advocate for current Twenty-first Century Scholars at Purdue not being served by Purdue Promise.

Duties include, but are not limited to:

- Attending CSA Student Staff Trainings
- Attending the 21st Century Scholars Welcome Reception, three socials with the entire CSA staff per semester, and a FAFSA seminar
- Checking Purdue email regularly
- Holding at least one hour of office hours per week
- Assisting in 21st Century Scholar MAPS meetings
- Serving as a liaison between College Mentors and 21st Century Scholars
- Sitting on student panels
- Serving as a Mentor
- Working with 21st Century Specialist Staff member to create and provide college preparatory programming for the whole year specific to 21st Century Scholars.
- Participating in career and other educational programming for students on topics such as,
  - Career exploration
  - Study Skills
  - Time Management
  - Cultural Competency
- Assist with senior preparations with high school juniors
- Other duties as assigned

Requirements and Characteristics:

- Full-time Purdue University, West Lafayette undergraduate student
- 10-15 hours a week availability (office hours of some sort are to be included)
- 2.75 GPA preferred; selection will be handled on a case by case basis.
- Must be in good standing and in Sophomore, Junior or Senior classification
- Current 21st Century Scholar or Purdue Promise student
- Strong communication skills
- Desire to help, mentor, and lead by example
- Some experience in volunteering and community service preferred, but not required.
- Passion about the 21st Century Scholarship, Purdue Promise, and Purdue University
- Open to learning about other cultures, ethnicities, lifestyles, and backgrounds
- Ability to be a dedicated and supportive team member
- Organized and in possession of strong time management skills

Expected Dates of Participation

- Fall and Spring trainings as announced by Purdue Promise/TFCS staff

If you have any questions please contact Dominique Vaughn (davaughn@purdue.edu) Assistant Director, Student Success at Purdue