

ACCESS Scholarship Program and TRIO SSS Program Lead Graduate Student Mentor Job Description

Overview of Position

This Graduate Assistantship is a campus-based leadership position for the [ACCESS Scholarship program](#) and the [TRIO Student Support Service program](#). As the Lead GA, you will be providing a valuable service to both programs by mentoring our first-generation and low-income first-year students. In addition to mentoring, graduate assistants participate in professional development opportunities to enhance their mentoring skills. The Lead GA is also in a leadership role over our other graduate assistants working within our mentoring program.

ACCESS Scholarship Program Description

The ACCESS scholarship and support program is Appalachian State's promise to low-income North Carolina students that higher education is within reach. Students who are selected for the ACCESS program have the opportunity to graduate debt-free. ACCESS recognizes the challenges and obstacles many of our college students face and we offer support services to help our students adapt to their new campus life and reach their educational goals. Our supports include but are not limited to academic advising and personal support, mentoring, professional development opportunities, a college success course, social events, and more.

TRIO Student Support Services (SSS) Program Description

Appalachian's TRIO SSS program has been in operation since 1972! The federally funded Student Support Services Program provides services to 200 low-income and/or first-generation college students. Through its services the program provides opportunities for academic development, assists students with basic college requirements and serves to motivate students toward the successful completion of their post-secondary education. The goal of TRIO SSS is to increase the college retention and graduation rates of its participants and to help students make the transition from one level of higher education to the next. Our supports include but are not limited to academic advising and personal support, mentoring, professional development opportunities, a college success course, social events, and more.

Responsibilities

- Serve as a mentor to 10-14 first year students
- Meet with each student once a week for 30 minutes (5-7 hours/week). You will set up the appointment times with the students to fit around yours and their class schedules.
- The following is a list of critical components required of each mentor:
 - Meet at least once every two weeks with your students' advisor (your students should all have the same academic advisor – 1 hour/biweekly).
 - Supervise weekly APP Hours (group time) for your students (2 hours/week)
 - Connect your students with campus resources.
 - Advocate for your students by finding the best resources for them.
 - Create, facilitate, teach, and promote workshops for your students as you see appropriate.
 - Make efforts to contact students who miss appointments or seem to be out of touch. Communicate any concerns to the academic advisor.
 - Maintain records of all contacts with your students and topics covered.

- o Maintain records of hours worked and submit, in a timely manner, to your students' advisor.
- o Participate in bi-weekly trainings throughout the semester – 1.5 hours/biweekly
- **The Lead Mentor has the following additional weekly requirements:**
 - o Meet with all advisors as part of the programs' administrative meeting
 - o Meet with the Assistant Directors of ACCESS and TRIO SSS biweekly to plan trainings and discuss any concerns
 - o Prepare a weekly report for advisors of student attendance
 - o Help manage two social media accounts and create content and flyers as needed
 - o Update SSS/ACCESS bulletin boards in and out of the mentor space
 - o Be available for advisor and mentor questions and concerns
 - o Coordinate and schedule all meetings/trainings/APP Hours and locations
 - o Help advisors update mentor training materials and manuals
 - o Supervise mentors during their weekly meetings and APP Hours
 - o Update Google drive and calendar with reports, schedules, training materials, etc.

Compensation and Hours

20 hours/week Assistantship

- \$15.00 per hour

Qualifications:

- Enrolled in a graduate program at Appalachian. Preference for graduate studies related to education, counseling, or student development
- Evidence of academic excellence
- Desire to get to know and help first year students
- Creativity, enthusiasm, and flexibility
- Ability to take initiative
- Ability to keep organized records
- Excellent communication skills
- Good managerial skills
- Strong interpersonal and intrapersonal skills

Application

To apply, follow application procedures for GAPP weekend.

For more information or questions, please contact Claire LeMoine, Assistant Director of ACCESS, at lemoinece@appstate.edu.