

# SI Position Description

The role of every mentor is to assist students in collaborative learning activities that will help them achieve academic and social success. In order to execute this role, each mentor should routinely perform the following duties:

- Attend training for all new and returning mentors
- Maintain communication with student academic coordinators and director by regularly checking and replying to e-mails and information left in the mentor's mailbox
- Consult with the Bepko Learning Center team (director, academic coordinators, resource mentors, etc.) on a routine basis regarding session activities, problems, or concerns
- Keep up on all course readings and be prepared to facilitate discussions on the material
- Attend all scheduled class meetings for the class being mentored
- Model good student behavior in class such as taking notes
- Maintain a good working relationship with instructors
- Attend all meetings with director or academic coordinators
- Develop new and innovative activities to assist mentors in their sessions: two for a new mentor, four for a returning mentor
- Facilitate two to three group SI sessions per week for one and a half hours each
- Create a fun learning environment in SI sessions
- Maintain a cumulative GPA of 3.0 or higher
- Maintain the confidentiality of all student records
- Uphold the philosophies of the Bepko Learning Center and IUPUI to ensure the integrity of our services
- Submit paperwork in a timely fashion
- Accept and embrace the diversity of all students
- Act as a program representative at all times

**REQUIRED HOURS: approximately 10–15 per week**