

SLA Position Description

The role of every mentor is to assist students in collaborative 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 coordinators and director through e-mail (Oncourse CL) and IUPUI Webmail.
- Consult the student academic coordinators and director regarding session activities, problems, or concerns on a routine basis.
- Keep up on all course readings and be prepared to facilitate discussions on the material.
- Attend all recitations and lectures associated with the course, take notes, be an active participant, and assist leading recitation activities. These duties should be performed under the direction of an instructor.
- Attend all meetings, including one-on-one meetings with student academic coordinators or director.
- Develop new and innovative activities to assist mentors in their sessions.
- Prepare SPFs and facilitate a minimum of one session per week.
- Create a fun and very active learning environment in SLA.
- Maintain a cumulative GPA of 3.00 or higher.
- Keep all student records confidential.
- Uphold the philosophies of the Bepko Learning Center and IUPUI to ensure the integrity of our service.
- Submit paperwork in a timely fashion to Bepko Learning Center team.
- Accept and embrace the diversity of all students.
- Act as a program representative at all times.
- Maintain communication with instructor, director, coordinators, and other Bepko Learning Center staff members.

REQUIRED HOURS: approximately 10–15 per week