

# Academic Mentors Proposal

## Summary

The Office of Diversity and Inclusion is seeking proactive, enthusiastic, professional leaders to serve as Academic Mentors. Academic Mentors assist underrepresented students in achieving academic success through a peer mentorship model that assists participants by developing and enhancing study skills, note-taking skills, test-taking skills, goal setting and more.

## Duties and Responsibilities

Provide peer mentorship, academic review, and referral services to mentees in a group or individual setting

Meet with assigned mentees on regular basis and maintain activity logs

Facilitate academic assessments and academic action plans with participating mentees

Facilitate and lead workshops on time management, note-taking skills, study strategies, test-taking skills and more

Perform outreach via email, phone, and in-person to target populations

Participate in appropriate follow-up, documentation and evaluation activities

Help locate resources and facilitate academic skills development among mentees

Must attend mentor training and any other training required by the Office of Diversity and Inclusion and/or Division of Student Affairs

## General Requirements

Enrolled as a sophomore, junior, senior or graduate student in a degree-bound program at Wichita State University.

Have a cumulative grade point average of 3.25 or greater (or must have a cumulative WSU grade point average of 3.0 or greater AND at least a B in classes which tutoring will be provided).

Able to commit up to 15 hours per week for one academic year.

Proficient in spoken and written English.

## Preferred Qualities in Candidates

Demonstrated interest in and commitment to helping students succeed academically, socially, emotionally, and professionally

Able to work independently and serve as a guide to mentees

Able to work with diverse populations

Familiar with and/or have broad understanding of campus resources

## Benefits

Flexible work hours

Competitive wages

Learning transferable skills for future jobs and improving your employability (Resume enhancement, positive references, development and enhancement of leadership/communication/social accountability skills, meeting and working with individuals from diverse backgrounds)

### [Pay and Hours](#)

\$10 per hour

Up to 15 hours per week

### [Application Open Dates](#)

June 23-July 11

### [Interviews](#)

July 15-16, Virtual

### [Dates of Role](#)

July 29, 2021-May 15, 2022

### [Academic Mentor Training](#)

TBD – August 14, 15, 16