OVERVIEW

The Objective of the STAR Mentor is to form a peer mentoring and coaching relationship with STEPUP summer-bridge program participants. This professional relationship will assist students in developing critical survival skills that will contribute towards their success during their first year at UF and throughout their graduation from the major. These skills include the development of:

- Academic practices, competencies, and habits which include how to study, time management, goal setting, exam preparation, etc., have been shown to increase student success in the classroom.
- Professional development goals such as studying abroad, attaining internships, participation in research, organizational leadership involvement, graduate school, etc., as well as other opportunities that assist the student in preparing for the corporate world/life after college.
- Personal development experiences that assist students in successfully transitioning into UF, personal growth, and maturation as an individual, developing emotional intelligence, interpersonal skills, perception of self-efficacy and confidence, and overall health and well-being.

The primary goal of the mentor is to establish a genuine, professional relationship with program participants to become an additional support system and to assist them in achieving academic and personal success within the College/University.

During the summer B portion of the program, STAR mentors will lead a team of first-year students through all summer components of the summer-bridge program experience. During the fall and spring semesters, STAR mentors will be expected to:

- Maintain contact with their mentees on at least a bi-weekly basis. Each mentor will be responsible for reporting any red flags or concerns (as well as successes) regarding any of their mentees during the weekly STAR mentor meeting.
- Serve as a college resource for the Fall/Spring study halls in efforts to assist students in learning course concepts, preparing for exams, etc.
- Support K-12 programming sponsored by the STAR office as assigned.
- Other duties as required.
MENTOR QUALIFICATIONS, ASSIGNMENTS & EXPECTATIONS

Qualifications:

All applicants intending to apply to become a STAR mentor should meet the following qualifications:

- Applicants must have a minimum of 3.0 overall “and” critical tracking G.P.A.,
- Applicants must be able to commit to the mentor position for the entire Summer 2022 thru Spring 2023 academic year,
- Applicants must be able to work a minimum of 40hrs per week during the 2022 summer semester and 10-20 hours during the Fall/Spring semester (as assigned),
- Applicants should be able to comply with all other duties and expectations outlined in this position description.

The support services extended to all summer-bridge program participants generally take the form of Academic, Professional, and/or Personal development programming (A.P.P.).

Each mentor will be assigned to one of these three programming areas and will be expected to plan and/or facilitate programming related to the area assigned. The three programming areas are 1). Academic development, 2). Professional Development, 3) Personal Development. Strong candidates will possess excellent communication skills, personal confidence, maturity, a sense of creativity, and strong problem-solving skills.

In addition, candidates should be well organized, possess a positive demeanor, be a hard worker, and have an interest in supporting the academic growth and development of newly admitted students participating in the program. The following is a brief overview of each area (Full position descriptions for each area will be provided during the interview process):

Assignments:

Academic Development Programming

- Ability to tutor students individually and as a group in critical tracking course subject areas (Calculus, Chemistry, Physics),
- Knowledge of good study habits and practices,
- Strong organizational skills and abilities,
- Strong time management and planning abilities,
- Knowledge of UF on and off-campus academic support programs/activities
- Ability to work on a team with at least 1-2 additional PD mentors,
 Ability to work with K-12 student populations as part of STEM-focused programs to encourage young students to pursue science, technology, engineering, or math as possible career fields.

**Professional Development Programming**

- Assist in the planning, coordination, and implementation of professional development activities,
- Assist in the assessment of sponsored professional development activities and events
- Assist in the planning, coordination, and implementation of INTEL GATORtels program,
- Assist in the creation and development of a Summer-Bridge Alumni Corporate Contact Bank,
- Assist in the creation and development of new and innovative professional development initiatives and activities,
- Assist in the tracking of mentee attendance to sponsored professional development events
- Assist in the collaboration and partnership of sponsored activities with engineering student organizations.
- Other duties as required.

**Personal Development Programming**

- Assist in the planning, coordination, and implementation of social and personal development activities which promote the concepts of effective teamwork and positive relationships among members of the corps.
- Assist in the creation and development of an electronic program newsletter highlighting member accomplishments, important FYI’s, important information for parents, personal /professional development workshops, etc., that facilitate corps member personal development,
- Assist in the tracking of mentee attendance to sponsored personal development events,
- Other duties as required.

**Expectations:**

The primary expectations of the STAR mentor include, but are not limited to:

- Working 40hrs during the summer (as assigned) and 10-20 hours during the Fall/Spring semester (as assigned),
- 1-2 Office hours (in the STAR office) per week, or as assigned,
- Scheduling regular monthly meetings with assigned mentees,
Communicating with mentees at least bi-weekly via email, online, telephone, in-person, skype, etc. (the monthly meeting may be counted as “1” of the required contacts),

Inquiring about student progress in the classroom, campus involvement, the pursuit of professional development opportunities, etc., and to assist the student in planning accordingly,

Referring students to appropriate resources (advisors, staff, etc.) for challenges and concerns that are beyond the scope of the mentor,

Respecting student confidentiality as required by FERPA,

Keeping the mentee informed regarding events of interest (e.g., college of engineering activities and university deadlines),

Writing bi-weekly logs of their interactions with the student, and reporting any problems to the coordinator of the program,

Attending all meetings planned by the coordinator of the program,

**Must be available to attend/participate in mentor training during the 2022 Summer A semester.**

Support other programs/activities sponsored through the STAR Office as requested.

**TRAINING**

STAR mentors will be required to attend both online and in-person mentor trainings which will begin before the start of the 2022 summer A semester and continue throughout the academic year. Mentors will be informed of all training topics and dates.

**COMPENSATION**

The minimum level of compensation for all STAR mentors will be based on the Florida Minimum wage requirement which is $8.65 per hour. Lead mentors will be compensated at $10.65 per hour.

**FULL-TIME/PART-TIME**

STAR mentors will be hired to perform the following duties as part of their service as a STAR mentor throughout the 2022 summer thru 2023 spring term.

Mentors hired for the 2022-2023 academic year will be required to:

- Serve as TA’s for summer-bridge critical tracking courses,
- Implement and reinforce program strike system,
- Facilitate summer A.P.P workshops for program participants, (Online),
- Be enrolled in no more than 3-4 credit hours during the **Summer B semester**, 
- Attend/or facilitate evening study halls M-Th. (Online),
- Enforce all programs rules and regulations as instructed,
- Attend weekly mentor meetings, (Online),
Herbert Wertheim College of Engineering/Office of Student Transition and Retention  
STAR Mentor Position Descriptions

- Other duties as required.

Additional training & details will be provided as part of the mentor training process.