Lead Scholar Mentor Position Description

Program: Cal Poly Scholars
Rate: $16.50 / hour
Hours: Hours per week vary depending on the time of year:
  - Training & Planning (Spring – Summer 2023): Approx. 2 – 10 hours/week
  - Academic Year (Fall 2023 – Spring 2024): Approx. 8 – 15 hours/week (semi-flexible times)

Lead Scholar Mentor Responsibilities

Under the direction of the Cal Poly Scholars program, Lead Scholar Mentors will:

• Collaborate with fellow Lead Scholar Mentors to lead and support all Scholar Mentors, including directly leading a team of 7+ Scholar Mentors
• Co-coordinate and facilitate Scholar Mentor meetings
• Co-coordinate and manage the strategy and calendaring of mentee gatherings and events
• Mentor a small group of Year 1 Scholars throughout the entire academic year
• Assist with the hiring and training of Scholar Mentors
• Support SLO Days sessions during summer (as schedules allow)
• Serve as a resource to all Scholars through office hours in designated Scholar spaces
• Attend team and 1:1 meetings and trainings as scheduled by supervisors
• Complete all other responsibilities as assigned

Requirements & Qualifications

• Current Cal Poly Scholar who is in good standing with Cal Poly and the Cal Poly Scholars program
• Previously held or currently holding a student assistant position within the Cal Poly Scholars program at the time of application
• Enrolled as an undergraduate student for the full duration of the 2023-24 academic year (Scholars in blended 4+1 programs who begin fall with undergraduate status will also be considered)
• Maintain good academic and conduct standing with the university throughout employment
• Desire to make a difference in fellow Scholars’ lives
• Excellent communication skills
• Welcoming personality that values inclusion and diversity
• Ability to take direction as well as create and work independently
• Collaborative approach to addressing work tasks and solving problems
• Organized and actively implements personal time management techniques
• Creative and strategic approach to problem solving

Apply

To apply, complete the Lead Scholar Mentor Application no later than Sunday, March 26, 2023 at 11:00 p.m. A link to the application is found on the Scholars website under applications. You will need to be logged into your Cal Poly Portal to complete the application.

If you have questions about the Scholar Mentor position, please contact Alexis Melville at amelvill@calpoly.edu.