

Lead Scholar Mentor Position Description

Program: Cal Poly Scholars

Rate: \$18.00 / hour*

Hours: Hours per week vary depending on the time of year: see below

- Training & Planning (Spring – Summer 2026): Approx. 22 hrs total
- Academic Year (Fall 2026 – Spring 2027): Approx. 3 hours / week (semi-flexible times)

Lead Scholar Mentor Responsibilities

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

Spring 2026 (~5 hrs total)

- Attend the “Welcome to the Scholars’ Team” event
- Shadow current Lead Scholar Mentors (if schedules allow)

Summer 2026 (~17 hrs total)

- Attend 5 Lead Scholar Mentor trainings on Zoom
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- Meet with 7 Scholar Mentor reports 1:1 to establish expectations and communication for the year
- Support in-person SLO Days sessions (if schedules allow)

Fall 2026-Spring 2027 (~3 hrs/week)

- Collaborate with fellow Lead Scholar Mentors to guide and support all Scholar Mentors, including directly leading a team/crew of 7 Scholar Mentors
- Coordinate and facilitate weekly Scholar Mentor crew meetings
- Engage in weekly Lead Scholar Mentor meetings
- Meet with supervisor weekly to discuss mentor progress and resolve issues
- Responsible for a special project such as facilitating mentor bonding socials or updating the club directory (projects subject to change based on team needs)
- Provide Scholar Mentor reports with informal and formal feedback through 1:1s and twice annual performance evaluations
- *Optional:* mentor a small group of Year 1 Scholars throughout the entire academic year
- Complete all other duties as assigned

Requirements & Qualifications

- Previously held or currently holding a student assistant position within the Cal Poly Scholars program at the time of application
- Current Cal Poly Scholar who is in good standing with Cal Poly and the Cal Poly Scholars program
- Enrolled as an undergraduate student for the Fall duration of the 2026-27 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 make 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

How to Apply

To apply, complete the [online application](#) no later than **Sunday, February 8, 2026 at 11:59 p.m.**

If you have any questions about the Lead Scholar Mentor position, please contact Trisha Hongcharti at thongcha@calpoly.edu

** All pay rates and hours are anticipated yet contingent on collective bargaining negotiations and budget allocations. For more information visit: <https://mustangnews.net/unionized-student-assistants-demand-better-pay/> or <https://www.csueu.org/student-assistants/bargaining-updates>*