Lead Scholar Mentor Position Description

Program: Cal Poly Scholars
Rate: $17.00 / hour
Hours: Hours per week vary depending on the time of year:
  - Training & Planning (Spring – Summer 2024): Approx. 2 – 10 hours/week
  - Academic Year (Fall 2024 – Spring 2025): 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 2024-25 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 online application no later than Sunday, February 11, 2024 at 11:00 p.m.

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