

igKnight Mentor Job Description

Mentor Qualifications

1. A cumulative GPA of 2.0 or above is required (3.0 is preferred).
2. Good interpersonal communication skills are required.
3. A willingness to learn about and build a meaningful relationship with students is required.
4. A willingness to refer students to campus resources when necessary is required.

Primary Activities

1. Meet one-on-one with mentees on a bi-weekly basis to discuss matters relative to the student (matters could include, but are not limited to time management skills, test preparation techniques, vocational exploration, self-motivation, financial management, stress reduction, choosing a major, career opportunities, getting involved on campus, etc.).
2. Assist in the facilitation of carrying out the igKnight Student Learning Outcomes which pertain to the following:
 - a. Wartburg's Hidden Curriculum
 - b. Characteristics of a Successful Wartburg Student
 - c. Setting S.M.A.R.T. Goals
 - d. Impact of Mentoring
 - e. Student Retention
3. Attend and actively support various large group events held in conjunction with the igKnight Mentoring Program. Large group events include the kick-off, holiday party, and wrap-up.
4. Help plan and facilitate igKnight Mentoring large group events.
5. Fully participate in bi-weekly mentor meetings throughout the year (these meetings will include further developmental topics and current events taking place within the program).

Maintenance Activities

1. Attend the igKnight training workshop at the beginning of the fall term.
2. Complete any necessary administrative paperwork including contact sheets and concern forms.
3. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
4. Model appropriate professional attitudes and behaviors to staff, students, and other campus constituents.
5. Assist in the collection of assessment data (post-program evaluations).
6. Notify coordinator of any questions or concerns (particularly concerns that involve a mentee) that come up and communicate regularly with the igKnight Program Coordinator.

Total time commitment for an igKnight Mentor is estimated to be about 3 hours per week.