

## **College of Management**

### **Mentor for Academic Success Techniques**

Mentors will present and co-facilitate Academic Skills Workshops on topics such as time management, study skills, and goal setting. Additionally, mentors will work with students referred by CM faculty and staff on a one-on-one basis to address academic skills and help the student develop better strategies and skills that can be applied to his or her school work.

#### **Duties and Expectations Include:**

Mentors will also work with students to:

- Refer students to other campus resources as needed
- Identify study strategies
- Effectively use textbooks and other course resources
- Effectively take notes
- Learn and practice effective problem solving
- Prepare for exams
- Participate in study groups
- Help students understand time management style and look to make improvements as necessary

Mentors will increase knowledge of different academic strategies by working with faculty and CM staff. Additionally, this position requires the mentor to be comfortable completing and holding the student accountable to any academic action plans and communicate all concerns with a CM professional staff member.

#### **Profile of a Qualified Candidate:**

- Good interpersonal and communication skills.
- Proven excellent academic success skills that includes organizational skills, note-taking strategies, and study strategies.
- Applicants must have the ability to work independently, be responsible, ethical, and contentious, and have a strong desire to help others.
- Mentors will need to be comfortable learning to present material in both one-on-one appointments and group workshop situations.
- Mentors must be effective communicators and have a strong academic performance in recent semesters.
- Flexible schedule with 4 to 10 hours a week commitment depending on department needs.