



Commuter Mentor

Position Description

Title:	Commuter Mentor
Reports to:	Assistant Director of COMPASS
Appointment:	Fall Semester (Potential for employment Spring Semester)
Compensation:	\$200 Stipend for Fall Semester

Position Summary:

The Commuter Mentor is responsible for providing leadership, information, and resources to commuter students, while fostering a learning environment. Students should use the Guiding Principles of the Division of Student Affairs to focus their work. These principles include:

- Providing an inclusive university community that encourages involvement and advocates a free exchange of ideas.
- Valuing intellectual creativity, leadership and excellence.
- Promoting integrity and personal responsibility.
- Including students in decisions which enhance their university experience.
- Being innovative in our programs, policies and procedures.
- Having collegial and supportive relationships with students and with each other.

Responsibilities:

- Develop positive relationships with commuter students.
- Create, edit, and design a monthly commuter student newsletter.
- Meet once a month individually with the Assistant Director of COMPASS.
- Participate in and help plan two commuter activities per semester.
- Maintain regular contact and effectively communicate with commuter students, the Assistant Director of COMPASS, and other Mentors.
- Encourage faculty interactions and assist in organizing a faculty meal during the semester.
- Coordinate attendance at one academically based campus event/lecture/program per semester for the commuter population.
- **Work 2 office hours per week in the COMPASS Office.**
- Provide commuter students with the necessary tools they need to successfully complete their first year by effectively answering their questions, explaining resources, and making referrals as needed.
- Complete monthly reports about your mentoring interactions.
- Role model positive academic and social behaviors.
- Attend all required Mentor training.
- Maintain confidentiality.
- Provide constructive feedback to the COMPASS staff.
- Support the Michigan Tech Commuter Initiative.

Qualifications:

Minimum Qualifications:

- Must be enrolled as a full-time student for the 2009-2010 academic year.
- Must be free and remain free of any disciplinary sanctions imposed through the University Judicial System.
- Must have and maintain a minimum cumulative GPA of 2.5 and a semester GPA of 2.0
- Must be at least sophomore standing by the end of the 2008-2009 academic year.

Additional Desired Qualities:

- Is willing to go above and beyond the minimum requirements.
- Has a strong personal commitment to academic success and a desire to share and encourage that commitment among peers.
- Is flexible in a variety of situations.
- Has good communication skills especially listening skills.
- Has experience as a commuter student at Michigan Tech or another college or university.