

## College 101 Mentorship Program Mentor Job Description and Expectations

### Communication

- Check Slack at least once a day
- Respond to messages, from Davida, Lisa, Tim, and Myra within 24 hours
- Submit forms and surveys on time
- Zoom meetings: On time and with camera on (if not able to have camera, please let the host know in advance)

### Conduct

- Exemplars of college behavior
- Representatives of joint program
  - Not Chapman v LMU, our strength is that we are working together
- When we are not in the classroom, you are responsible for your two mentees
  - Always make sure before we leave any space you count your two mentees, check they are engaged and present during the activity
- No phone usage during lessons
- Lunch is time for connection
  - Minimal to no phone usage during lunch
  - You are responsible for engaging your mentee and making them feel part of the group
    - Mentees should never be sitting alone, we want to engage them in conversation and feel they are part of the group
- Always keep in mind who the students are (their backgrounds, the beliefs they come in with)
  - Meet them where they are at, while also tactfully and sensitively challenging them (school type, financial aid)

### Schedule

- Hosting mentors arrive at 8:15am, visiting mentors arrive at 8:30am
- Carpool Welcome (8:40am):

Kaila & Keisha	Classroom
Jaz	Alma, Jazmin, Maria
Keilah	Jahsaan & Roberto
Lauryn	Brianna, Ella, Emely, Galilea
Gabrielle	Carlee & Vanessa
Monet	Khoa, Ivan, & Melissa

- Escort students to the classroom, have everyone get settled with their name tag and breakfast, schmooze!

- Carpool departure will be handled by Davida and Lisa/Jim. Mentors to clean and reorganize space and can leave after that is complete.

**Ice Breaker Form (due Tuesday before meeting):**

[https://docs.google.com/document/d/1g2yfp2ahUxHoa7w1K6UO-ft5\\_mgYAI3WpITE6TAORbU/edit?usp=sharing](https://docs.google.com/document/d/1g2yfp2ahUxHoa7w1K6UO-ft5_mgYAI3WpITE6TAORbU/edit?usp=sharing)