Job Title: Graduate Mentor  
Working Title: Graduate Mentor  
Classification: Graduate Assistant (GA) 
Position Number: U74167  
Unit/Program: Advising and Mentoring 
Reports To: An Assigned Student Success Advisors  

POSITION SUMMARY: 

The Graduate Mentor position is designed to promote academic student success. Through systematic monitoring of academic performance, intensive mentoring and coaching and referral to campus resources, Graduate Mentors provide holistic retention services to a select caseload of students. Core tasks are categorized by academic, administrative, and programming functions.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: 

The successful candidate will be expected to exercise good judgment, and maturity in the execution of responsibilities. Evening and weekend hours may be required.

1. (75%) Academic functions:  
   - Assisting students in understanding and negotiating the academic rules and regulations that govern academic eligibility, progress, and successful degree completion  
   - Mentoring and coaching students by providing timely and accurate information about policies and procedures relevant to academic progress, academic status, general degree requirements, how to set and achieve realistic academic and personal goals and gauge adjustment to academic and social engagement on campus  
   - Assisting students with meeting deadlines for completing various college or campus requirements and/or following up on program, college of instructional faculty questions and/or concerns  
   - Providing crisis intervention and support through assisting students with identifying and addressing barriers to academic success  
   - Assisting students with reviewing their academic progress to develop plans on improving their academic performance  
   - Monitoring and replying to student responses to varying outreach efforts  
   - Routinely reviewing related student office and college related information specific to each student on your caseload via various office and institutional systems  
   - Making proper referrals to other campus resources 
   - Serving as a liaison between the student and the program staff and where appropriate advocating for the students with internal and external audiences  
   - Special assignments, as assigned.
2. **(20%) Administrative functions:**
   - Preparing and submitting weekly service delivery reports to appropriate sources
   - Maintaining accurate student service records centered on academic progress and plans, goals, concerns, referrals etc.
   - Attending all relevant staff meetings (e.g., Student Success meetings, full Advising and Mentoring staff meeting, individual supervisory meetings, etc.)
   - Participating in appropriate training and in-service development seminars
   - Participating on select departmental/unit, division or campus level committees, as assigned
   - Assisting with meeting the operational needs by performing other appropriate related duties

3. **(5%) Programming functions:**
   - Participating in Quad Day, Welcome activities, First Generation Day, Transfer Student Activities, Mom’s Day etc.
   - Assisting staff with organizing and implementing other various outreach activities and/or workshops
   - Representing the office at various Division, College and/or Campus level programs
   - Assisting with meeting additional operational needs by performing other appropriate related duties, as assigned

**REQUIRED EDUCATION AND EXPERIENCE**

- Must be an enrolled PhD candidate at the University of Illinois at Urbana-Champaign
- Must be in good academic standing

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Commitment to working with students from culturally diverse backgrounds
- Knowledge of challenges, issues, or barriers facing undergraduate students, especially special student populations such as historically underrepresented and transfer students
- Knowledge of intervention services (e.g., developmental activities and programs) designed to achieve student success
- Have experience with mentoring and coaching students that are from at least one of the following areas: TRiO programs, non-traditional students, first generation, low sending counties, low socioeconomic background, and/or students in intercollegiate athletics
- Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Publishing)
- Have strong organizational, communication and interpersonal skills
- Have strong ability to work on a self-directed basis, as well as, collaboratively
- Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment

**PREFERRED KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of UIUC curriculums and policies
- Proficiency in the use of Banner student systems, Uachieve/DARS, Transferology
• Ability to navigate the Internet and various Learning Management Systems (e.g., Moodle, Compass, LON-CAPA etc.)

Please use this link to apply for the position: https://forms.illinois.edu/sec/584600.