



Job Title: Professional Mentor

Department: Cardinal Communities

Pay Rate: \$800 Stipend per CC

General Description: Professional Mentors provide a collaborative and welcoming environment for incoming students to gain introductory and foundational information that aids in their transition to Lamar University. Using the program content outlined by the STARS Cardinal Communities (C.C.) Team, Professional Mentors plan and lead engaging activities during weekly sessions for the first 8 weeks in the Fall semester.

Essential Job Functions:

- Meet with C.C. student group for weekly meet-ups during scheduled dates and times
- Deliver prescribed C.C. content when conducting weekly meet-ups
- Include assigned peer mentor as a part of the CC group section and share meet up plans in advance
- Provide individual and group mentoring to CC students as needed
- Attend and participate in training and program meetings
- Record attendance weekly through EAB Navigate
- Complete all necessary paperwork and evaluation surveys as requested
- Share information about Lamar University's culture and history as related to program goals and content information
- Support students by identifying needs and connecting students to campus resources when appropriate

Knowledge, Skills, and Abilities:

- Knowledge of LU campus resources
- Ability to participate in a highly collaborative work environment
- Desire to serve as a role model and support new students
- Ability to work with individuals from diverse backgrounds
- Excellent interpersonal communication
- Ability to follow prescribed program content for meet ups
- Ability to represent Lamar University with high levels of professionalism and customer service
- Maintain confidentiality as appropriate to role and adhere to FERPA standards
- Computer skills, including proficiency in Microsoft applications

Qualifications for consideration:

- Bachelor's degree or higher
- Current Faculty or Staff member at Lamar University