



wcaty

Wisconsin Center for Academically Talented Youth
University of Wisconsin - Madison

PACE Student Mentor Position Description

Precollege Academic Campus Experience: July 9 – 15, 2017 at UW-Madison

The Precollege Academic Campus Experience offers a rigorous learning opportunity to academically talented 5th – 8th grade students in the Greater Dane County community. Student participants enroll in one accelerated enrichment course for the duration of the program. Students receive a first-hand introduction to college life, with access to campus classrooms, labs, libraries and recreational facilities. The student mentor works as support to the instructor and site coordinator and ensures that students have a quality educational and social experience. Student mentor responsibilities include the following:

Before the Program (May – July):

- Participate in a telephone conversation, email, or in-person conversation with the instructor of the course to discuss initial plans for classroom operations and to discuss duties and expectations.
- Attend the instructional/orientation training session before the program begins (dates will be confirmed upon employment).
- Suggested attendance at a CPR/First Aid training. Sessions put on free of charge at UW- Madison.
- Complete all employment forms, online trainings, background checks, and send verification to WCATY.

During the Program (July 9 – 15, 2017):

- Be responsible for walking students to and from lunch as well as before and after class in the morning and afternoon.
- Assist the instructor in carrying out his/her responsibilities during all class times and offering one-on-one help to students. Be ready to help with classroom management, assessment of student progress, running errands, library research, and advance planning of activities that can enhance student learning.
- Work as a member of a team, who, under the direction and supervision of the Site Coordinator and Head Mentor, will design and implement activities and fieldtrips for PACE students.
- Work with Head Mentor and Site Coordinator on problem-solving issues that arise with students.
- Mentor hours are from 8:30-4:30 p.m. with an hour for lunch from Monday-Friday.
- Attend Mentor specific meetings facilitated by the Head Mentor and Site Coordinator. The meeting time will be determined at training.
- Assist in the open communication among staff: educational staff, mentors, and program administrators.
- Be a role model for the students and maintain a professional relationship. Be aware at all times of the image you portray to them. Because of their brightness, it is difficult at times to remember that these are young adolescents.
- Assist the instructor in organizing the supplies in the classroom at the beginning of the program and classroom cleaning/ packing of supplies at the end of the program. Complete program evaluations and submit to Program Director.
- There may be other duties as emergencies arise, such as student or counselor illness, accidents or absences – be prepared to handle these as needed.
- As role models, staff members need to conform to student rules within the confines of the program. Employees are expected to be drug and alcohol-free when on duty and when in the presence of students.

Salary

- Dependent on experience.
- Mentors will be provided lunch during the week.



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PACE Student Mentor Application

Submit your **resume** and **cover letter** with the following form:

Name: _____ E-mail Address: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Have you worked for WCATY previously?: _____

Have you participated in WCATY programs as a student? _____

Please select the courses in which you are qualified and interested (you may select more than one course):

- | | |
|--|--|
| <input type="checkbox"/> Creative Writing, Bringing Words to life (5 th -8 th) | <input type="checkbox"/> Fairy Tales on Trial (6 th) |
| <input type="checkbox"/> Circuits and Sparks: Intro to Electric Engineering (5-8 th) | <input type="checkbox"/> Geology Rocks! (5 th /6 th) |
| <input type="checkbox"/> Biotechnology Lab: Engineering Life (7 th /8 th) | <input type="checkbox"/> Math Behind You (5 th /6 th) |
| <input type="checkbox"/> The UN, Negotiation, Law and International Politics (7 th /8 th) | |
| <input type="checkbox"/> UW Science: Behind the Scenes (7 th /8 th) | |

2017 Employment Application Timeline:

April 28, 2017:	Application deadline
Mid May:	Applications are evaluated and select candidates may be contacted for an interview
Late May:	Program Director will confirm hiring status and position(s)

Employment offers are contingent on sufficient course enrollment and a successful background check. WCATY is unable to confirm employment as a Student Mentor until May. This is a temporary position that lasts one week.

Please submit **resume**, **cover letter**, and **completed application** to WCATY. To submit your application via email, send it to Marissa Greuel, WCATY Site Coordinator, at mrgreuel@wisc.edu.