

Illinois State University

Job Description

Position Title: Chrysalis Gateway Mentor

Location: Chicago, Illinois and Illinois State University, Normal, Illinois

Reports to: Chrysalis Gateway Supervisor (TBA)

Status: Seasonal (Summer Program – six week commitment: July 13, 2009 – August 7, 2009 and August 17, 2009 – August 28, 2009).

Pay: Mentors will be paid \$2000 from Illinois State University) *plus* room and board while you are on campus during the three week program.

Purpose of Position:

The Chrysalis Gateway Mentor will provide academic and social support for incoming Illinois State University freshmen from Chicago Public Schools.

Primary Job Functions:

- Support up to five incoming Illinois State University freshmen that are participating in the Chrysalis Gateway program in their academic courses (math, reading in the content areas, writing lab) and their developmental courses (advanced computer skills, time management, study skills and strategies, money management, choosing a major, getting involved on campus, etc.).
- Plan and organize supplemental workshops and events (college life workshops, field experiences, weekend events, etc.)
- Provide support for up to five incoming Illinois State University freshmen to transition from the Chrysalis Gateway program to the first semester at ISU.

Duties and Responsibilities:

- Attend 5-day intensive training session prior to the start of Chrysalis Gateway program. Participate in mentor training as well as planning college life

workshops, field experiences and weekend team-building activities for the Chrysalis Gateway program participants.

- Research and apply best practices in programs that promote college readiness.
- Attend all required classes for Chrysalis Gateway program students to insure successful tutoring.
- Schedule and direct a daily evening tutorial session with assigned Chrysalis Gateway participants (Monday – Thursday) during the duration of the program.
- Create weekly individual student progress reports that include information on class and tutorial session attendance, timeliness, behavior, responsibility, positive achievements, and suggestions for improvement. This evaluation will be shared with the student as well as the supervisor to insure the student is progressing toward a successful transition to college. Progress reports will be included in student portfolio.
- Assist Chrysalis Gateway participants with the creation of a portfolio of their Chrysalis Gateway experience including student progress reports, work samples, and student reflections. Mentors should maintain a portfolio for each of their assigned students.
- Coordinate special field experiences and weekend events to increase college life and college success awareness among Chrysalis Gateway students including arranging guest speakers, workshops, and visits to community resources (bank, grocery store, library, etc.).
- Keep attendance records for tutoring sessions, and provide regular program reports.
- Maintain communication with Chrysalis Gateway program supervisor and Illinois State University staff.
- Intensive support for up to five Chrysalis Gateway program students during their first two weeks of the fall semester. Mentors will be expected to check in with their assigned students daily to insure that the students are transitioning into the fall semester. Mentors will also facilitate visits to various ISU support

services for students (academic counseling, university support services, writing lab, professors' office hours) so the freshmen begin to create their own support system.

Requirements:

- Junior level or higher (as of Fall 2009) at Illinois State University (Education majors preferred).
- Experience with serving traditionally underrepresented populations and strong commitment to continue serving these populations.
- Must be highly motivated, self-initiated, and flexible.
- Effective communication and organizing skills.
- Computer literacy is required.

Educational Requirements: Current student at Illinois State University (Education majors preferred), junior level or higher (as of Fall 2009).

Language Requirements: Bilingual a plus (English/Spanish, oral and written)

Working Conditions and Demands: During the three-week on-campus Chrysalis Gateway program, mentors are required to live in the residence hall with the Chrysalis program students.