ARKANSAS KICKSTART MENTOR PROGRAM MISSION
As part of the Arkansas Kickstart Fall Transition Initiative, the Arkansas Kickstart Mentor will assist with a pilot program for the 2016-17 academic year designed to aid incoming first-year students in their transition from high school to college by linking their in-class experience with their out-of-class experience. The Arkansas Kickstart program is committed to strengthening the first year experience by connecting students with an academically successful mentor who is an established student leader. The mentoring programs pairs a University Perspective (UNIV1001) class with a mentor in order to assist, connect and increase retention rates for students from first year to second year. Through this relationship, the goal is to provide an increased sense of connection and understanding of expectations that lead to academic success of first year students.

POSITION TITLE
Arkansas Kickstart Mentor

POSITION FUNCTION
To serve as an Arkansas Kickstart Mentor and work to facilitate the objectives of University Perspective (Office of the Provost and Vice Chancellor for Academic Affairs and Office of New Student & Family Programs) as it relates to the Arkansas Kickstart Fall Transition Initiative throughout the employment period.

ORGANIZATIONAL STRUCTURE
Arkansas Kickstart Mentors report to the assigned faculty of the University Perspective class, the Coordinator of the Arkansas Kickstart Initiative, and the Director of University Perspectives.

PEER MENTORING EXPERIENCE
Mentors are required to enroll in Peer Mentoring Experience (UNIV210V) as an independent study course for one (1) to two (2) credit(s).

The UNIV210V Peer Mentoring Experience is an independent study course open to students selected as a mentor through the required interview process. Student-mentors enrolled in this course will serve for the first 8-weeks of the semester for one (1) credit or again for the second 8-weeks for two (2) credits; attend the assigned UP class once a week; meet with University Perspectives students who may need additional guidance; engage in required leadership development and training opportunities; read related research on leadership, development, peer mentoring, and first-year experience programs; and provide feedback on their experience as a mentor. May be repeated, 1-2 credit hours.
QUALIFICATIONS
- Completed a minimum of thirty (30) credits/sophomore status or above
- Completed UNIV1001 with a grade of a B or better
- 2.75 cumulative Grade Point Average by end of semester Spring 2016
- If above is not met, a written letter can be submitted requesting an exception with the application

EXPECTATIONS
- Applicants must: 1) complete an application, 2) submit fall 2016 class schedule, and 3) schedule an individual interview
- Coordinate and attend New Student Welcome Weekend events with your UP students on August 20-21, 2016 before the semester and meet with assigned group(s) as indicated below
- Participate in class meetings of assigned UNIV1001 section(s), at instructor’s discretion, weekly
- Model responsible behavior for first-year students
- Assist first-year students by answering questions and referring to campus resources as requested
- Attend scheduled mentor staff meetings and meetings with instructor throughout the UP class
- Maintain contact with and be responsive to mentoring group
- Keep a journal logging contact hours with UNIV1001 class and contact with students, peer mentors, and instructor
- Complete required number of contact hours with students, peer mentors, and instructor, dependent upon the number of hours in which you enroll (1=45, 2=90)
- Provide feedback on the UNIV1001 course to your instructor
- Complete a final report detailing your experience, which may include a paper or presentation

LEARNING OUTCOMES
As a peer mentor you will assist your UP students with how to:
- Identify appropriate campus resources and opportunities that contribute to their educational experience
- Develop a connection and engage with the U of A community and establish a sense of belonging
- Articulate and apply appropriate behaviors inside and outside the classroom
- Make a successful transition to the U of A

As a result of being a peer mentor you will:
- Enhance leadership skills by leading a small group, facilitating group activities, and role modeling engagement by attending the various New Student Welcome events and various campus events/activities throughout length of the UP class with your UP students.
- Develop public relation skills as a student leader by promoting the University of Arkansas and providing accurate information about resources to new students.
- Strengthen communication skills by initiating and developing open conversation and interaction with assigned UP students, graduate assistant and instructor.
- Cultivate collaboration skills by working productively and cooperatively with all members of the University community to effectively implement the New Student Welcome schedule and the Arkansas Kickstart Initiative.
- Advance executive presence by serving as a positive role-model and ambassador on behalf of the U of A.
- Acquire work ethic and flexibility while performing any additional duties as assigned.
Completed Applications due Friday, April 8th by 5:00 PM

SALARY AND BENEFITS
Salary and benefits include a $450.00 stipend (before taxes salary) for first 8-week class and $700.00 stipend for both first and second 8-week class and all program materials including text book and mentor uniforms. Exceptional leadership opportunities as an enrolled student in UNIV210V.

EMPLOYMENT TERMINATION
A Mentor’s employment may be terminated if it is determined during staff training, during summer program(s), or during the fall semester follow-up program(s) that he/she is not maintaining ethics befitting a paraprofessional, not meeting academic and disciplinary qualifications, not performing satisfactorily, not able to work productively with others, or jeopardizing the success of the program.

OPTIONAL TRAINING WORKSHOP
DIVERSITY LEADERSHIP INSTITUTE (DLI)* - You will receive a special invitation to participate.
Saturday, April 9, 2016
8:00 AM to 5:00 pm

JOB REQUIREMENTS – ATTENDANCE MANDATORY

TRAINING WORKSHOP
All Mentors will be required to attend one (1) training workshop. The date is as follows:
Friday, August 19, 2016
10:00 AM to 5:00 PM

The preliminary training sessions will focus on staff introductions, program overview, teambuilding, staff member education, employment paperwork, and opportunities for mentors to ask questions.

ARKANSAS KICKSTART FALL TRANSITION INITIATIVE
Saturday, August 20, 2016
7:00 AM – 6:00 PM

Sunday, August 21, 2016
7:00 AM – 6:00 PM

WEEKLY STAFF MEETINGS
Every other Thursday evening from 6:00 PM to 6:45 PM – First 8-weeks (1 credit) and/or second 8-weeks (2 credits) during the fall semester. If a class conflict exists, an alternative will be determined.

ONE-TO-ONE MEETINGS
During the duration of the class, meet with the Director of University Perspectives, Arkansas Kickstart Coordinator, and the UP instructor as needed.

ASSIGNED UNIVERSITY PERSPECTIVE CLASS
Attend the assigned UP class once (a) per week as coordinated by the instructor.

CAMPUS EVENTS/ACTIVITIES
As determined by the instructor to link the in- and out-of-class experience.
A KICKSTART MENTOR HAS:
- Sense of responsibility
- Positive attitude
- A Commitment to excellent customer service and responsibilities
- Ability to value and communicate with people from diverse backgrounds with a variety of personality types
- Ability to work as an effective and productive team member
- Strong leadership skills to lead others
- Effective interpersonal, small group, conflict resolution, and communication skills
- Effective and engaging presentation skills
- Flexibility and initiative as strengths
- A high standard of personal values and a code of ethics
- A strong work ethic and is punctual
- An in-depth knowledge about campus resources
- Stamina and self-confidence
- Creativity and resourcefulness skills
- Planning/implementation skills
- Ability to be tactful and diplomatic in all situations
- Ability to serve as a positive role model
- Pride in the University of Arkansas
- A willingness to do whatever it takes to get the job done

MENTOR SELECTION SCHEDULE

APPLICATION
Applicants must complete a Mentor Application available at http://nsfp.uark.edu and submit it online no later than 5:00 PM on Friday, April 8, 2016.

INDIVIDUAL INTERVIEW
All applicants will participate in a 20-minute individual interview. Individual interviews will be held Tuesday, April 19th – Thursday, April 21st.

SELECTION
All applicants will receive notification indicating selection decisions by Friday, April 29, 2016 via email.