CLASS SPECIFICATION
Mentor Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Professional
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, coordinates, organizes, participates in and monitors mentor program recruitment and selection activities; participates in planning, organizing, conducting, implementing, promoting and scheduling mentor training programs/sessions and special events for mentors/mentees; coordinates mentee scholarship application process; interacts with student mentors/mentees, District management and staff and others; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Mentor Coordinator performs responsible and independent work to ensure that the peer mentor program, Leaders Across Campus, functions in an efficient and effective manner to provide appropriate student peer mentors to eligible students at-risk for dropping out of the District, including freshmen, international students and students with disabilities. An incumbent must demonstrate an ability to perform multi-faceted organizational, communication and administrative duties in support of the entire range of program responsibilities, including participant recruitment, program and activity promotion and regular participant and staff interface.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, organizes and participates in mentor/mentee recruitment and/or candidate selection activities; each semester, participates in identification of prospective candidates through ongoing coordination and communication with Honors and Assessment Offices, as well as application and interpretation of program eligibility requirements; reviews confidential academic standing and enrollment information and verifies applicant qualifications; notifies and provides follow-up information to all applicants in response to inquiries; assesses and determines appropriate mentor/mentee matches based on experiences, interests and other relevant factors.

2. Participates in planning, organizing, conducting, implementing and scheduling mentor training programs and sessions, including the primary training session each semester, as well as “make-up” sessions for those unable to attend; organizes and coordinates assembly and delivery of training materials and notebooks; participates in training presentations and acts as co-presenter and/or co-facilitator, as assigned.
3. Assists with the organization, arrangement and promotion of fundraising, social and other program events and meetings for mentors/mentees; determines and secures event locations; makes set-up, scheduling or other arrangements; coordinates with District departments, event vendors, presenters and others involved.

4. Co-produces, organizes, maintains and/or updates program materials and records; coordinates and oversees delivery of invitation letters/applications bulk mailings to potential mentors/mentees; develops, updates and maintains accuracy and completeness of mentor/mentee roster; prepares and generates semester mentee/control group comparison data; maintains current, complete files and records; coordinates production and distribution of marketing/promotional materials, including the creation of flyers and invitations.

5. Coordinates mentee scholarship application process; requests information for and assembles current application packets; participates on scholarship committee to review candidates and provides scholarship recommendations.

6. Provides routine information to mentors/mentees; refers issues to counselors and/or director.

OTHER DUTIES
1. Attends and participates in staff, student officer and other assigned meetings.

2. Trains and provides lead work direction to designated student workers.

QUALIFICATIONS

Knowledge of:
1. District policies and procedures related to assigned areas of responsibility.

2. Leaders Across Campus peer mentor program goals, objectives, policies, practices, procedures and requirements, including applicant eligibility and mentee scholarship requirements.

3. Special event planning methods, techniques and practices.

4. Cultural and socio-economic issues relevant to the provision of peer mentoring services to District student population.

5. Basic methods and practices of public outreach and involvement, including marketing techniques and practices.

6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

7. Use and operation of a computer and database and other standard software to access and enter data accurately and to develop assigned records and other documents.

8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
**Ability to:**

1. Interpret, apply and explain peer mentor program goals, objectives, policies, practices, procedures and requirements to mentors and mentees.
2. Organize, coordinate and participate in mentor training sessions.
3. Interview and assess mentor-mentee fit.
4. Prepare, maintain and submit clear, concise recordkeeping documents and other written materials.
5. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
6. Operate office equipment, including computers and supporting word processing, spreadsheet and database applications and website.
7. Communicate clearly and concisely, both orally and in writing.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with student mentors and mentees, District management, administrators and staff and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor’s degree in psychology, social work, education, business administration or closely related field; and at least two years of progressively responsible experience providing direct support services to college-age individuals or performing program administration duties, preferably in an educational setting; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and may occasionally be required to lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.
Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; observe and interpret people and situations; work on multiple concurrent tasks with constant interruptions and changing, intensive deadlines; and interact with students, mentors/mentees, District management, staff and faculty and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.