**Position Description**

**SEIRI SEED Project Mentor**

The role of the Mentor is to provide students with a structured, collaborative learning environment and activities which will help students explore computing career opportunities, improve students’ sense of belonging in the computing field, transition to the computing field successfully, and navigate challenges to reach goals.

The objective of mentoring is to design effective mentorship networks within the computing programs at IUPUI thus building and establishing a safe and comfortable environment for students to express their views, interests, and culture by fostering relationships with successful alumni, graduate students, TA’s, industry persons, faculty, etc. Mentors will share their personal experiences and views about STEM careers with students, provide encouragement, and work as role models to encourage students (who did not choose their major yet) to consider computing as a major and to successfully complete their (students who are already in computing programs) degree programs in computing.

**Qualifications**

* Student (current or former) from one of IUPUI’s computing (Computer Information Technology, Computer Science, Informatics, or Electrical Engineering) department
* Maintaining a minimum cumulative and semester GPA of 3.0
* Effectively communicate with mentees openly and non-judgmentally
* Possess strong listening skills with the ability to establish a relationship based on equal responsibility and respect
* Accept and embrace the equality and diversity of all students

**Position Responsibility**

* Understand your mentees (what is their background, interests, challenges, their career goals)
* Encourage students to explore computing career opportunities.
* Help students identify and overcome barriers to academic success and develop their self-efficacy.
* Assist students in identifying, developing, and implementing strategies and skills specific to individualized needs
* Motivate students to practice self-regulation behaviors and take ownership of their academic success
* Act as a campus resource to refer students to appropriate university support resources
* Participate and contribute constructively to the Mentor Initiatives.
* Attend all required training, mentoring sessions, and meetings throughout the semester
* Complete all assigned tasks by the instructor

**Session Requirements**

* Develop instructor-guided presentations and collaborative activities to assist students’ learning
* Share session plans, presentations, and any other required paperwork with the instructor before the session
* Be prepared to facilitate discussions
* Accept and embrace the quality and diversity of all students
* Create a fun and interesting collaborative learning environment during the sessions
* Act as a mentoring initiatives representative at all times through appropriate conduct
* Maintain student confidentiality and privacy at all times

**Communication**

* Maintain an excellent working relationship with the instructor
* Maintain communication with the instructor via email and electronic invitations. This includes checking campus email every weekday and responding to emails with an appropriate amount of time
* Refer student concerns to the instructor
* Reply to mentees’ emails within an appropriate amount of time