



Mentor Position Description

What are the objectives of RISE?

The goal of the RISE (Ready to Inspire Success and Excellence) program is to assist students in adjusting to the academic environment by developing a strong identity as a scholar through:

- Identifying and increasing awareness of issues encountered by marginalized students attending a predominantly white institution (PWI).
- Establishing relationships and networks with the institution's faculty, staff, peers, and community.
- Providing answers to questions regarding academic policies, procedures and programs.
- Creating an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates a welcoming and vibrant learning environment.
- Providing supportive relationships and constructive feedback to help students make well-informed decisions.

Overview of Position

Working with the RISE program is a highly-selective opportunity for personal growth and professional leadership development. During this experience, RISE Mentors serve as group facilitators, resource people, and role models for new students and family members.

RISE Mentor Position Description

Requirements

In order to be eligible to work with the RISE program, applicants must:

- Be a full-time undergraduate Marquette University student at the time of submitting their application and during the Fall 2020 semester.
- Be in good academic and disciplinary standing at the time of their selection and through the 2020 RISE program.
- Have and maintain a minimum cumulative GPA of 2.5 at the end of the spring semester.
- Have at least sophomore standing with a minimum of 24 total credits.
- Participate in four training sessions (dates TBD) in March and April to prepare Mentors to develop relationships to work with students and families.
- Live on campus during program days including the training from Sunday, August 23 through the morning of Thursday, August 27, 2020.

Responsibilities

The role of a RISE mentor will extend beyond the spring semester training and August pre-orientation. Mentors are expected to serve in a greater leadership capacity and develop in their role as a peer mentor to the students who participate in RISE. As such, the responsibilities delineated below are separated into pre-orientation responsibilities and academic year responsibilities.

General

- Maintain a positive leadership environment with open communication between all staff members of RISE.
- Serve as a representative of Marquette and execute all duties in a positive and professional manner.





- Other duties as assigned.

August Pre-Orientation Responsibilities

- Lead small group discussions and activities with 10-15 first-year students.
- Perform job assignments including greeting guests, providing directions, assisting with check-in, and staffing of social events.
- Stay overnight in the residence hall with new students during RISE.
- Distribute information to new students and family members about the services and resources available at Marquette.

Responsibilities for the Academic Year

- Maintain relationships with RISE participants throughout the school year.
- Attend workshops and trainings, and facilitate discussions with mentees and other RISE participants.
- Meet regularly with the Graduate Assistant for Peer Engagement Programs and/or the Assistant Director of Engagement and Inclusion to monitor the success of the mentees in the orientation cohort.





Expectations

- Create spaces that are as “safe” as possible for everyone.
- Exercise patience and respect.
- Be a positive role model and willing to be supportive throughout school year.
- Be inclusive. Observe group dynamics (invite those who are shy and/or quiet to participate).
- Be on time. Keep track of your small group and remind them of the schedule.
- Avoid using acronyms when possible.

Mandatory Dates

RISE Mentors are required to participate in four training sessions during the months of April and May to prepare for the role of Mentor for incoming first-year students. Students who are SPARK leaders are encouraged to apply.

We require a full commitment from Sunday, August 23 to the morning of Thursday, August 27 for the program. RISE Mentors are unable to work another job or take a summer class during this window.

Remuneration

RISE Mentors will be paid a stipend of \$300 (pre-tax). Room and board will be provided during the August RISE training and program (August 24-27). The \$300 payment will be made following the RISE session (specific date will be provided when posted by Marquette Central). RISE Mentors will be paid a separate stipend reflecting the participation of training, workshops, and mentoring during the academic year.

Application Process: Due Friday, February 19, 2019, 11:55 PM.

Submit your resume and cover letter to Clara Dwyer, Assistant Director in the Center for Engagement and Inclusion (clara.dwyer@marquette.edu).

Individual interviews will be scheduled February 10 to February 26. You will be notified via Marquette email by Friday, March 6 with the selection decision.

Thank you for your interest in joining our team! If you have any questions, please contact Clara Dwyer via email or by phone (414) 288-3105.

Office of Engagement & Inclusion Mission Statement

Guided by the Jesuit, Catholic Mission of Marquette University, the Office of Engagement and Inclusion is called to walk with our students in a transformative Marquette educational experience to be individuals for and with others. We promote a culture that values, respects, and promotes a sense of belonging for the Marquette community. This is realized through the opportunities provided by intentional programs and services towards their intellectual, ethical, social, cultural, and leadership development. We are committed to accompanying our students on their journey to a hope-filled future.





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Office of Engagement
and Inclusion