Hiring Department: Leadership and Ethics Institute
Supervisor: Jayme Dale Mallindine

Application Deadline: As Advertised

Hours per week: Varied. Refer to Duties and Responsibilities section.
Length of appointment: Fall 2014

POSITION OVERVIEW
A CHANGE Institute Mentor is an opportunity for students who have participated in the CHANGE Institute previously to take on a higher level of responsibility in the CHANGE Institute. Mentors will gain experience in program planning as well as further their knowledge on facilitating dialogues around diversity and social justice issues. Mentors will also provide support to the coordinators of the institute by assisting with marketing, event coordination, and small group facilitation.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION
1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and hone facilitation skills and learn to connect information across varied resources.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

QUALIFICATIONS
- Applicants for this opportunity must be currently enrolled students at The University of Texas at Austin.
- Applicants must have previously attended CHANGE as a participant.

DUTIES AND RESPONSIBILITIES
- Mentors will be required to attend CHANGE, which will take place from November 14th, 2014 through November 15th, 2014 at the Student Services Building (SSB). November 14th is a half-day, starting approximately around noon, while November 15th will be an entire day.
- Total hours outside of the actual institute will be approximately 15-20 hours starting from the point students are hired and ending a week after the institute.
- Mentors will be required to attend 2-3 mentor trainings prior to the beginning of the CHANGE Institute. Details and specifics about the mentor training schedule will be determined by the mentors and supervisors based on class, work and duties after mentors have been selected.
- **Recruitment and Marketing:** Assist the coordinators with distributing and promoting marketing materials for the institute along with publicizing the institute to various student groups and organizations.
- **Institute Planning:** Assist with the coordination of the institute including providing feedback to staff, compiling participant packets, and supplies for the institute.
• Co-facilitating Cluster Groups: Working with clusters during the institute to debrief activities and discussions with the participants.

• Ice Breakers and Team Builders: Assisting with generating ideas for icebreakers, team builders, and energizers throughout the institute.

• Other duties as assigned.

HIRING PROCESS

1. Applications will open on <DATE> and will close on <DATE>.

2. Application can be found HERE.

3. Applicants will be informed of whether or not they have been chosen for the position of CHANGE mentor by BLANK DATE.

4. Please Note: As part of the selection process for this mentor position, each applicant's disciplinary record, which is maintained by the Office of the Dean of Students, will be reviewed. The applicant's disciplinary record as well as their general interactions with the Office of the Dean of Students will be taken into account in the decision process for this mentor position.