STUDENT POSITION DESCRIPTION

LEAP SENIOR MENTOR

Hiring Department: Leadership and Ethics Institute
Supervisor: Jared Hopper

Application Deadline: March 25

Hours per week: 5-10 hours per week
Length of appointment: Fall and Spring Semesters
Number of openings for this position: 2

POSITION OVERVIEW
The University of Texas Leadership and Ethics Institute (LEI) and the Office of the Dean of Students (DoS) seeks to select a returning LEAP mentor to have a heightened responsibility with the coordination of the LEAP program. These students will lead one of the two LEAP mentor meetings, have weekly meetings with the graduate assistant in charge of LEAP, and will help with the set-up and planning of all LEAP sessions and events.

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 other LEAP mentors as well as LEAP mentees.
3. Personal and Professional Competence – Learn to communicate effectively, pursue goals and maintain well-being.
4. Learning, Application, and Integration – Acquire, process, and connect information to make decisions or to help others make decisions.
5. Critical Thinking and Problem Solving – Learn how to identify issues, reflect, and creatively develop solutions for the benefit of the LEAP program as well as LEI.

QUALIFICATIONS
• Must be a full-time UT Austin undergraduate or graduate student
• Must have and maintain a cumulative grade point average of 2.5 or above
• Must be skillful at time management when balancing academic and co-curricular responsibilities

DUTIES AND RESPONSIBILITIES
• Commit to the position for the 2015-2016 Academic Year (Fall and Spring semesters)
• Run weekly Mentor meetings immediately after sessions
• Have office hours in the LEI office for 2 hours per week
• Serve as a role model for first-year (freshmen and transfer) students as well as LEAP mentors
• Attend and help coordinate all LEAP activities (LEAP mentor retreat, Kick-off, Socials, and Graduation)
• Actively participate in weekly 1.5 hour LEAP workshops for eight weeks during the fall and spring semesters during your assigned workshop time
• Support the academic and student success of first-year mentees
• Collaborate with your co-mentor in facilitating discussions with your LEAP family and fostering an environment that engages and empowers your mentees
• Plan and coordinate periodic opportunities to gather with your LEAP family outside of the scheduled LEAP events
• Serve as liaisons and student representatives for LEI & DoS
HIRING PROCESS

1. All interested applicants must apply through this process, even those who held student leadership positions within LEI during the 2014-2015 academic year.

2. Please go to http://deanofstudents.utexas.edu/lei/ourstudentleaders.php to see our current teams and to access the application.

3. Applications will be accepted from Monday, March 9 to Wednesday, March 25.

4. The hiring process involves three steps. There is an online application form, a group interview, and an individual interview.

5. The online application is the same for all three of the student leadership positions available through LEI, including the Peer Leadership Educator, the LEAP Mentor, and the Burnt Orange Student Staff positions. Please read all three of the position descriptions before applying. You can apply for one, two, or all three positions. Please note that if selected, you will only serve on one of the teams.

6. After submitting an application, applicants will be informed by Thursday, April 2 of when their group interview will be held. This will be a combined interview for all candidates applying for LEAP Mentor, Peer Leadership Educator, and Burnt Orange Student Staff positions.

7. After the group interview, the LEI hiring committee will review candidates and extend offers for individual interviews to those students. Individual interviews will take place from Monday, April 6 to Thursday, April 16.

8. Individual interviews will be position specific (LEAP Mentor interview, BOSS interview, and/or PLE interview). If you applied for multiple positions and move forward in the process, you may be extended interviews for one or more positions.

9. After all individual interviews have concluded applicants will be individually contacted and informed of whether or not they have been selected for membership on any of the student leadership teams by the week of April 21. If offered a position, applicants will only be offered ONE position. It is not possible to switch to another student leadership team once an applicant has been offered a position. 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.

10. All new student leaders must attend the LEI New Student Leader Retreat held on May 11 in the Gregory Games Room from 11am-1:30pm. Please reserve this date and time at the beginning of your application process, as attendance at retreat is mandatory for all new student leaders at LEI. Failure to attend the retreat may result in a retraction of leadership position offer.

11. Positions officially begin at the start of the Fall 2015 semester and go throughout the academic year until the end of the Spring semester. Team supervisors will be in contact about team specific trainings and responsibilities before the beginning of the Fall semester.