STUDENT POSITION DESCRIPTION

LEAP MENTOR

Hiring Department: Leadership and Ethics Institute
Supervisor: Katie O’Malley

Application Deadline: Wednesday, March 23 at 11:59 p.m.

Hours per week: 5-10 hours per week
Length of appointment: Fall and Spring Semesters

POSITION OVERVIEW

The University of Texas at Austin Leadership and Ethics Institute (LEI) and the Office of the Dean of Students (DoS) seeks to select, train, and develop a team of mentors for Leadership Education and Progress (LEAP). The LEAP Program provides the opportunity for first-year and transfer students to participate in an eight-week leadership development program guided by peer mentors. By modeling ways of leadership, as well as fostering an environment of inclusivity and curiosity, mentors build community and equip participants with the tools they need to become ethical and socially responsible leaders.

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 the Leadership and Ethics Institute.

QUALIFICATIONS

• Must be a full-time undergraduate student at The University of Texas at Austin
• Must have and maintain a cumulative grade point average of 2.5 or above
• Must be a former LEAP Program Graduate or Mentor, Peer Leadership Educator, CHANGE Institute Participant/Mentor, Burnt Orange Student Staff, or Texas Leadership Summit Advisory Board Member.
• Must be skillful at time management when balancing academic and co-curricular responsibilities

DUTIES AND RESPONSIBILITIES

• Commit to the position for the 2016-2017 academic year (including fall and spring semesters)
• Attend fall and spring LEAP mentor retreats
• Attend fall and spring LEAP kick-off events
• Attend fall and spring LEAP graduations
• Attend and actively participate in weekly, ninety (90) minute LEAP sessions
• Attend weekly one (1) hour mentor trainings following your LEAP session
• Plan regular social events for your LEAP group outside of scheduled LEAP events
• Serve as a role model for LEAP participants
• Support the academic and developmental success of LEAP participants
• Connect LEAP participants with people, resources, and opportunities on The Forty Acres
• Collaborate with your LEAP co-mentor to facilitate group discussions and foster an environment that challenges and supports your mentees
• Serve as an ambassador for the Leadership and Ethics Institute in the Office of the Dean of Students

HIRING PROCESS
1. All applicants must apply through this process. This includes students who held student leadership positions within the Leadership and Ethics Institute during the 2016-2017 academic year.

   Applications will be accepted from Thursday, February 25, 2016 to Wednesday, March 23, 2016.

2. Visit https://utexas.collegiatelink.net/form/start/94248 to view our student leadership positions and access the application.

3. Complete the online application. There is one application for each Leadership and Ethics Institute student leadership team position: Peer Leadership Education Team, LEAP Mentor Team, Texas Leadership Summit Student Advisory Board, and Burnt Orange Student Staff. Please read each of the position descriptions before applying. You can apply for up to three positions. Please note, if selected, you will only serve on one of the teams.

6. Participate in a group interview. Once the online application is submitted, student will be informed of their group interview time. This notification will occur on Thursday, March 24, 2016.

7. Participate in an individual interview. Following the group interview, the Leadership and Ethics Institute will extend individual interviews to a select number of student applicants. Individual interviews will take place from Monday, April 4 to Wednesday, April 13. Please note, individual interviews will be position specific (Peer Leadership Educator, LEAP Mentor, Texas Leadership Summit Student Advisory Board and Burnt Orange Student Staff). If you applied for multiple positions and move forward in the process, you may be extended interviews for one or more positions.

8. Once individual interviews have concluded, students will contacted by a member of The Leadership and Ethics Institute staff during the week of April 18, 2016. Please note, if selected student will only be offered one student leadership team position; students may not switch to another student leadership team once an offer is made.

9. As part of the selection process, each student applicant's disciplinary record, which is maintained by the Office of the Dean of Students, will be reviewed. The student 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.

10. Attend the Student Leader Retreat. All selected student leaders must attend the New Student Leader Retreat on Monday, May 9, 2016. Additional details will be provided during the interview process.

11. Start Leading. Student Leadership Team positions begin at the start of the Fall 2016 and terminate at the end of the Spring 2017 semester. Prior to each semester, all teams will be provided training through team retreats.