Requisition ID: 33778BR

Student Recruitment Type: Student Stipend

ASU Job Title: Student Worker V

Job Title: Engineering Futures Mentor

Campus/Location: Campus: Tempe

Department Name: ENGR Academic & Student Affrs

Full-Time/Part-Time: Part-Time

VP Code: EXEC VP/PROVOST

Scope of Search: Open

Grant Funded Position: This is not a grant funded position and is not contingent on future grant funding.

Salary Range: Stipend: $1,250.00 per semester

Close Date: 21-July-2017 is the initial close date; applications will continue to be accepted and reviewed every week until the search is closed.

Job Description:

Mentors for the Engineering Futures scholars program are sought for the upcoming fall and spring semesters. Mentors will encourage freshmen in further exploring their chosen discipline, and assist them through college-transition, using a framework of provided material and resources. The goal of this program is to increase retention of women and first-generation students in engineering majors.

- Must be a 4+1 student, or senior undergraduate Fulton Schools of Engineering student
- Must be able to commit to mentoring in both the fall 2017 and spring 2018 semesters
- Be in good academic standing
- Have a cumulative GPA of 3.0

Essential Duties:

- Participate in training on first-year transitions topics and related material.
- Initiate and maintain communications with assigned mentees.
- Initiate and conduct 5 meetings each semester with each mentee, during the Fall and Spring semesters, with a total of approximately 15 mentees.
• Track and record meeting summaries.
• Encourage exploration of engineering majors and college success activities.
• Participate in program implementation meetings and provide continuous improvement feedback.
• Other duties as assigned.

**Minimum Qualifications**
N/A

**Desired Qualifications**
• General knowledge of engineering, and academic success strategies.
• Experience with leading individuals or groups of students.
• Effectively communicate through verbal and written methods.
• Problem solving.
• Ability to establish and maintain professional relationships.
• Time management.
• Ability to learn and apply new concepts.

**Working Environment**
• Activities are performed in an environmentally controlled office/classroom setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
• Frequently required to stand for varying lengths of time and travel moderate distances to perform work.
• Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
• Calculator, telephone, computer (monitor, keyboard and mouse), printer, fax and copier.

**Department Statement**
We partner across the academic community and industry to foster an environment that recruits, retains and advances students. We provide learning opportunities based on student interests that complement classroom instruction. We focus on excellence in the delivery of academic services and programs that enhance scholastic achievement and personal growth.

**ASU Statement**
Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes...
students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.