



## **MENTORING COORDINATOR, AIM GRANT PART-TIME POSITION**

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Develop faculty/staff and peer mentoring programs.
2. Identify faculty/staff and peer mentors and mentees.
3. Develop and provide training for faculty/staff and peer mentors.
4. Provide ongoing support to mentors by hosting education workshops to mentors at least once per semester (Fall & Spring).
5. Assess the individual needs of mentees and pair them with suitable mentors.
6. Assist with programming as needed.
7. Track participation including developing tools for tracking time spent mentoring.
8. Assist with project reporting and data collection related to mentoring activities.
9. Maintain participant records and monitor student progress/performance.
10. Coordinate other events and workshops on topics relating to student success.
11. Enhance program by collecting and analyzing feedback from mentors and mentees to gauge satisfaction, effectiveness, and success at the end of each semester.
12. Administer VitaNavis assessments and explore results with students.
13. Prepare, edit, and distribute monthly AIM newsletter

### **MINIMUM QUALIFICATIONS:**

- Associate degree from accredited institution
- Excellent oral and written communication skills
- A demonstrated commitment/evidence of sensitivity in working with Hispanic, first generation, and low-income students, preferably in a college setting

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree from an accredited institution
- Experience developing programming for students, including workshops and career exploration
- Experience working in higher education and overseeing student-focused programming
- Experience in a similar higher education project providing direct support to students
- Demonstrate interpersonal skills to build positive relationships with program participants
- A demonstrated commitment to rural community college
- A background profile similar to that of the participants of the program

### **SALARY:**

Part-Time position: \$20.00 per hour (bachelor's degree) \$15.00 per hour (associate degree), not to exceed 28 hours per week  
Follows Faculty Duty Days – 166 days per academic year  
Eligible for sick leave

**APPLICATION INSTRUCTIONS:**

For consideration, an applicant file must contain:

1. Cover letter addressing the minimum and preferred qualifications
2. Resume
3. Names and phone numbers of three professional references
4. Copy of unofficial transcripts

Please submit the application file to:

Kelsey Barbee  
Director of Human Resources  
Otero College  
via email at [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)  
719 384-6824

**Application Deadline:** First Review of Applications will be July 21, 2022  
Open Until Filled