



Position Description

Position Title: Hope Scholarship Mentor
Department: Student Success
Reports to: Dean of Student Success
Status: 1.0 Full-time equivalency
Called Position: No
Revised: February 2023

Position Summary: Under the direction of the Dean of Student Success and in collaboration with our current Hope Scholarship Coach, this position serves as a liaison between WLC and our Hope Scholar community to help students transition from high school through WLC and into their career field. Works with WLC students to help them develop the skills and abilities necessary for academic success and job placement.

Primary Responsibilities:

- Participate in academic success initiatives specifically targeted to first generation, low income, and minority students on campus.
- Introduce students to campus resources such as Peer Tutoring, Office of Student Support and Disability Services, Health Services, Business Office, Financial Aid, Registrar's Office, Residence Life, and Center for Christian Leadership.
- Collaborate with the Office of Career and Professional Development to:
 - help students identify a career path and work toward it.
 - ensure student opportunities for shadowing, internships or summer job experiences.
 - connect students to high-quality employment upon graduation.
- Provide academic support, including:
 - supporting clear and effective communication between students and professors.
 - teaching study skills proven effective in increasing academic success in college.
 - providing one-on-one assistance with class assignments as needed.
 - coordinating group study sessions that help students master coursework in a collaborative setting.
 - teaching time management techniques to help students stay on track.
 - providing technology instruction for students who are lacking in those skills.
 - providing information literacy training for help with navigating the library and research projects.
- Support students through transitions and help students identify emergency support when needed.
- Help students develop problem-solving skills along with social emotional skills such as grit and resilience, and self-advocacy.
- Support Admissions throughout the recruitment process with a focus on career exploration events at Hope Scholar partner high schools.
- Consistent, ongoing collaboration with the Director of Cultural Diversity.
- Other duties as assigned.

REQUIREMENTS

Education and Experience:

- Bachelor's degree from an accredited institution
- Preferred previous experience in an educational setting
- Significant intercultural experience
- Outstanding organization, communication, and relationship building skills
- Strong reading and writing skills
- Proven work proficiencies with technologies, including Microsoft Office

Knowledge, Skills, and Abilities:

- Proven ability and desire to provide a distinctive student service, communicate effectively, and relate well interpersonally across a wide variety of people, including students, faculty, staff, and community partners
- Excellent listening, relationship-building, and partnering skills
- Patience and willingness to work with struggling students
- Demonstrate initiative to work independently and collaboratively
- Strong organization skills with attention to detail, innovative thinking, solutions-oriented mindset, and independent decision making as needed for different students and situations
- Exercise good judgment of when to escalate issues as needed for best outcomes
- Bilingual (English/Spanish) skills are plus, but not required

Preference will be given to applicants that are members in good standing of a Wisconsin Evangelical Lutheran Synod (WELS) congregation or a congregation of a church body in fellowship with WELS. Must be able to perform duties in a manner consistent with WLC's Code of Christian Conduct and WLC's mission, ministry, and affiliation with the WELS.