Low- Income and First Generation to College
Student Program - Mentor
Job Description

Hours a week: Up to 5

The Low-Income and First Generation to College Student Program Fellows are responsible for the LI/FG program. The LI/FG Program provides resources, support, and programming for first gen students. For low-income and first generation to college students, the transition to Colby may include a new sense of freedom, culture shock, and academic challenges. Therefore, having a support system that is knowledgeable about college, particularly elite institutions, is vital. Mentors serve as key members of this support system, providing an accessible opportunity for students to ask questions and communicate openly with the goal of developing a sense of belonging on campus and within their communities. As a First Gen Mentor, you are a critical source of support for up to 8 (depending on numbers) mentees during the first year of college.

Specifically, the responsibility of the LI/FG Mentors includes the following:

General Responsibilities:
- Meet with & report to the LI/FG Fellows on a bi-weekly basis
- Meet with Director of the Pugh (Lexie Mucci) on a weekly basis
- Meet with mentees during Pre-Orientation, Orientation, weekly for the first six weeks, and then 1x per months throughout the rest of the academic year.
- Complete interaction forms after every mentor/mentee interaction
- Attend all FG/LI Programs
- Act as representative and liaison to the Pugh Center throughout the Colby Community
- Leader in the Pugh community and responsible for enforcing all Pugh values
- Completes standardized self-evaluation once per semester with Director
- Acting as primary point person for your mentees

Pre-Orientation Responsibilities:
- Attend training
- Support the development, advertisement & execution of the pre-orientation program
- Attend & facilitate pre-orientation sessions including academic, social, and co-curricular
- Establish mentor relationships with 3-8 mentees; lead them through Pre- and post-Orientation programming
- Participate in other First Year Orientation Programming, as needed.

Programming Responsibilities:
- Develop a plan for all programming throughout the academic year in collaboration with Lexie & the fellows, including; fall off-campus trip, six week series; wellness seminars, and leadership development
- Execute all logistics for programming
- Attend all Mentor/Mentee Check-ins
- Plan & execute the annual fall semester off-campus trip in collaboration with Lexie & the fellows
- Additional items as assigned

**Pugh Center Welcome Desk (2 hours per week):**
- Greeting guests when they come in
- Answering questions as needed in person, email, and phone
- Communication to Pugh community, PCLC, FG/LI, and greater campus
- Upkeep of the Pugh space, including kitchen, library, and common areas
- Maintain Pugh calendar, listservs, etc.
- Complete other duties as needed

**Applicant Requirements/Qualifications:**
- *Full Year Appointment.*
- Must identify as a low-income, questbridge and/or first generation to college student. Prior experience working to enact the mission of the Pugh Center is preferred.
- Cannot hold COOT and/or CA positions
- *Must be able to be on campus by August 17th*

**To Apply:**
- Send a resume & cover letter including to Lexie Mucci, lexie.mucci@colby.edu by Friday, March 8th at 11:59pm
- In cover, please include:
  - How you have been involved with the Pugh/ FG/LI program or why you hope to be
  - Previous experience and what strengths you bring to this position