Graduate Assistant/ Mentoring Site Coordinator

Position Overview

The Mentoring Site Coordinator is responsible for assisting the Director and Program Coordinator with the Project MALES Student Mentoring Program, and overseeing transportation and mentor preparation for the Student Interns/Mentors. The Mentoring Site Coordinator serves as the tertiary contact between Project MALES and the partnering local area high school and middle schools in order to facilitate student mentoring efforts. The Mentoring Site Coordinator will serve as ambassador for the Project MALES Student Mentoring Program on the basis of necessity, elective, and relevance to assigned mentoring site, mentoring curriculum and mentoring research.

The Mentoring Site Coordinator will aid in recruiting undergraduate and graduate mentors, facilitate training and professional development sessions, and organize programmatic events for Project MALES participants. The Mentoring Site Coordinator will serve as an instructor for the IMPACT Service Learning Course housed in the College of Liberal Arts.

Application Deadline: Rolling basis

Hiring Department: Division of Diversity & Community Engagement

Supervisor: Dr. Emmet Campos
Director
Project MALES & Texas Education Consortium for Male Students of Color

Length of Assignment: Nine-month position, with starting dates in mid-August continuing through May. Possibility of summer funding (June – early August) based on funding and staffing needs.

Hours per week: Approximately 20 hours per week

Stipend: Up to $1,100+ per month plus in-state tuition and insurance
Duties and Responsibilities:

Mentoring Activities
• Interview, assess, and determine suitability of Project MALES recruits as mentors based on identification of qualifications, application, and interview
• Assist in the training of Project MALES participants sessions focused on sharing best practices of mentoring students
• Advise the Project MALES student organization and provide guidance for their student coordinated initiatives, efforts, and programs
• Serve as the liaison between Project MALES Mentors and the participating local area high school and middle schools for assigned mentoring sites

Teaching
• Instructor for Service Learning Course: Instructing Males through Peer Advising Course Tracks (IMPACT)
• Enhance college student engagement and academic achievement by offering active and experiential learning opportunities through near peer advising and service learning
• Teach students how to employ best practices when it comes to mentoring
• Teach based on social science literature focused on males of color within the U.S. K-12 sector.

Required Qualifications:
• Must be a currently enrolled full-time graduate student in any discipline (taking at least 9 hours)
• Experience working with mentoring programming/services
• Experience working with diverse student populations
• Capable of teaching a service learning course centered on equity, social justice and issues surrounding boys and men of color in education
• Strong communication and written skills

Preferred (but not required) Qualifications:
• Teaching experience (K-12 or other)
• Experience working with men of color initiatives
• Experience with supervision of undergraduate students or high school students and capable of delegating duties
• Proven organizational skills and strong interpersonal approach
• Flexibility and public speaking skills – experience presenting at conferences
• Attention to detail
• Own form of transportation

For more information about Project MALES and the Mentoring Site Coordinator Position, please visit: https://diversity.utexas.edu/projectmales/mentoring-program/