

**Job Title:** Pre-College Mentor (Academic Mentor) – SUMMER 2024 position

**Location:** Main Campus. This is a fully in-person position.

**Position Summary:**

Pre-College Mentors (PCMs) are Temple students, or recent graduates (May 2024) who work under the direction of the Director of Summer and Pre-College Programs to ensure smooth operation of summer pre-college programs for high school students.

The part-time PCM position is primarily responsible for assisting with the day-time logistics of pre-college programs for high school students, particularly with overseeing educational progress, providing academic coaching, and ensuring a safe, engaging, and positive academic experience for all pre-college students. Potential candidates must have strong communication and organizational skills and leadership qualities. They must be able to consistently display good judgment, work collaboratively with others in a group dynamic, and be positive and supportive of the intellectual and social development of young adults. Overall, they must be a supportive mentor to pre-college students.

**Essential Job Responsibilities:**

- Support students and instructors during various courses/workshops during the program.
- Teach daily college and career exploration workshops, which involves giving presentations, leading activities, and supervising discussions.
- Conduct individual and/or small-group coaching sessions with pre-college students on a weekly basis and evaluate students according to the pre-college rubric standards.
- Prepare for weekly meetings by observing classroom behavior, speaking with other PCMs, and drafting follow-up emails to send after each meeting.
- Travel locally for class-related field trips and assist with supervision of students off campus.
- Promote the development of positive relationships among pre-college students, and between pre-college students and pre-college staff and instructors.
- Abide by and enforce pre-college policies, and report unsafe and inappropriate behavior.
- Serve as mentors and resources about program logistics, policies, procedures, and structure.
- Assist in the collection of administrative data, including attendance and program evaluations.
- Be familiar with Temple's campus and resources and give campus tours during orientation.
- Work with other pre-college mentors and staff in a friendly and professional manner.
- Attend required trainings and weekly team meetings.
- Perform other duties as assigned.

**Qualifications:** Temple student or recent graduate (i.e. May 2024) with interest in working with high school students in an educational capacity. Experience as teaching assistant, tutor, camp counselor, peer mentor, or similar is a plus.

Selected candidates will be required to obtain all required federal and state pre-employment clearances to work with minors. These clearances will be paid for by Temple University. No candidate will be permitted to work until all clearances are on file with Temple's Human Resources department. Failure to obtain clearances will result in a rescinded offer of employment.

**Schedule:** Pre-College classes take place between 10:00-4:30 daily, Monday through Friday, and additional academic support may be offered occasionally in the evenings. Typical hours will generally be 9:30-5:30, Monday through Friday.

**Compensation:** \$17.50 per hour. Approximately 25-40 hours per week for up to 6 weeks. Most weeks will be 40 hours. Program dates are June 24-28, and July 8-August 2, with additional days of paid training the week of June 17.

**To Apply:** Send an email with a cover letter and resume to Maureen Saraco, Director of Summer & Pre-College Programs, at [maureen.saraco@temple.edu](mailto:maureen.saraco@temple.edu).