

Design Collaborative Mentor Position Description

The College of Design is seeking qualified applicants for two peer mentors who will work in the *Design Collaborative Learning Community*. Each mentor will help twenty new design students make the transition to college life. The mentor is an extremely important community builder and academic resource; therefore, we want to select the most capable and committed staff possible. Peer mentors provide information and advice as well as plan, promote, and facilitate programs in areas of personal and academic development.

The *Design Collaborative* will include 40 first year design students. Students in *Design Collaborative* will enroll in a 1-credit design seminar course and will be clustered in the same section of Dsn s 183x: Design Culture and two sections of Dsn S 102x - Learning Lab. This is a fall-only learning community.

If you decide to apply, please download an application form from the College of Design website: <http://www.design.iastate.edu/designexchange.php> Complete it, and return it to Learning Community Mentor Application, 297 College of Design, Iowa State University, Ames, Iowa 50011. Applications must be received by Monday **February 14, 2005**.

Mentor Responsibilities:

- Spend 12 hours engaged in *Design Collaborative* related activities per week.
- Participate in mentor training the week before the beginning of fall semester and throughout the year as needed.
- Assist students in the transition from high school to college-level academic expectations, responsibilities, and social life.
- Work with College staff and faculty to offer a one-credit seminar for fall. The seminar will cover a variety of topics including design fields, career planning, study skills, learning styles, and time and money management.
- Coordinate study sessions for students.
- Coordinate weekly meetings with students outside of class.
- Participate in a weekly coordinating meeting. Attendance at additional meetings may also be required.
- As needs arise, advise and refer students to appropriate university resources.
- Submit regular reports to your supervisor on meetings with students.

Qualifications:

- Strong desire to help other students and willingness to get involved.
- Strong interest in living and working in a diverse learning community.
- Strong listening and communication skills.
- Experience living in residence halls.
- Experience with mentoring/counseling/advising peers.
- Knowledge of the College of Design and its varied course offerings.
- Knowledge of basic computer applications (MS Office) and Project Vincent operations (e-mail).
- History of strong academic performance and cumulative GPA at Iowa State of 2.75 or better.
- Junior or first-year seniors are preferred; however, other qualified applicants will be considered.

Compensation:

\$1250 paid in the fall semester via bi-monthly paychecks. All new hires will need to sign-up for payroll in the Human Resources office in Beardshear. Training is offered in peer mentoring, study skills, and student development theory.

Employment and Extracurricular Activities

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Demands on a peer mentors time are many. After academics, the mentor position takes next priority; therefore, mentors are asked to confer with Coordinator before accepting additional employment.

All extracurricular activities must be approved. Requests for extracurricular activities should include the approximate amounts of time required each week. When conflicts arise in mentor duties and other activities, mentor responsibilities take priority.

Recommendations

You need to obtain two letters of recommendation. The recommendation forms can be downloaded from: <http://www.design.iastate.edu/designexchange.php> You will need to complete the section on each recommendation form that includes your name; the name, title and phone number of your reference; and whether or not you wish to waive the right to inspect the recommendation.

The recommendation forms should be distributed to persons who know you well and can objectively evaluate your ability to perform the mentor position responsibilities, such as an employer, faculty member or advisor. If you live in a residence hall, we encourage you to utilize a present or former mentor/resident assistant who knows you well. After a reasonable length of time, check with the Design Administration (297 College of Design) to make sure that all recommendations have been received. Please ask references to complete and return the form to **297 College of Design by February 18.**

Interviews

After collection of applications and preliminary screening, interviews will be conducted. These interviews provide the selection committee the opportunity to become better acquainted with the applicant and the skills and abilities the candidate would bring to the mentor position. Interviews are tentatively scheduled for February 21-March 4, 2005.

Questions: Contact Ann Gansemer-Topf, Rm 126 College of Design 515-294-3680 or anngt@iastate.edu