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JOB DESCRIPTION

Academic Mentor

**Definition of Class**
The incumbent of this position monitors and tracks student academic progress, conducts one-on-one mentoring sessions with students, coordinates student leadership and community service programs and events, and represents the programs and university community while exercising independent judgment and a high degree of discretionary authority.

**Examples of Work Performed**
Advisees regarding academic barriers and available university support services.

Monitors student’s attendance and academic progress.

Communicates with parents as needed and in accordance with FERPA regarding student progress.

Leads one-on-one mentoring sessions with assigned students.

Coordinates activities and assignments of students to providing community service activities program, making adjustments as needed.

Solicits and interfaces with community service organization partners to determine needs for student volunteer assignments.

Monitors and records student participation hours in community service activities.

Assists in the planning and coordinating of events for programs.

Prepares various reports and presents findings.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Conducts one-on-one mentoring sessions with assigned students.

2. Monitors attendance and academic progress.

3. Coordinates student leadership and community service programs.

4. Serves as liaison to students, parents, and counselors.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate's ability to
perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree in education, liberal arts, psychology, counseling, or a related field from an accredited 4-year university or college.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

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