

**Range H07**

**JTC NO. S41  
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Work Study - Student Mentorship Program

**DATE PREPARED:** Fall 2007

**DATE REVISED:** Spring 2017

**GENERAL SUMMARY:**

Under direct supervision assist students at participating eligible institutions or help high school students in participating school districts. Mentor high school students at GO Centers or similar high school based recruiting centers designed to improve access to higher education.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Provides mentoring to high school students at GO Centers or similar high school based recruiting centers designed to improve access to higher education.
- Provides an overview and general information on the application process, admission, financial aid and scholarships to aid high school students in obtaining a higher education.
- Facilitates small group mentoring sessions for specific groups of students.
- Participates in workshops and programs that promote higher education.
- Acts as a liaison to other support services and collaborates with other student services offices to develop relevant programming.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:** Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Works with light easy to handle materials requiring little physical effort.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

To be eligible for employment in the Program, a student mentor shall: 1) be eligible to work in the United States determined in accordance to federal and state laws, 2) be enrolled for at least one-half of a full course load in a program of study, 3) establish financial need as set forth in approving document, 4) not receive an athletic scholarship or not be enrolled in a seminary or other program leading to ordination or licensure to preach for a religious sect or to be a member of a religious order, and 5) receive appropriate training as determined by the Commissioner or Board staff. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*