

MORE

Mentor Advisor Position Description

Title: MORE Mentor Advisor (MA)
Department: Office of Multicultural Programs and Services
Reports to: Program Coordinator- Prudence Goss
Appointment: Spring 2009-Fall 2009

Position Summary:

A MORE Mentor Advisor is responsible for providing leadership, building community, and promoting student learning. Mentor Advisors should use the core values of the Emory University Division of Campus Life to focus their work. These principles include:

- ☀ **Human Development:** Support for intellectual, physical, spiritual, emotional and social growth and well-being.
- ☀ **Integrity:** Congruence of personal and professional values and ethics.
- ☀ **Collaboration:** Commitment to cooperative and mutually beneficial partnerships.
- ☀ **Professionalism:** Excellence in responsiveness and service delivery.
- ☀ **Community:** Building unity through respect and appreciation for individual and cultural differences as well as identification with Emory and its values.

Responsibilities:

MORE Mentor advisors play an integral role in assisting mentors in introducing new students to Emory University. As a “mentor to the mentor”, mentor advisors share their experiences as successful students and mentors. MAs assist incoming students in a variety of capacities to help the newest members of the Emory community feel welcomed and excited to learn about all the campus has to offer. To achieve these goals, MA responsibilities include, but are not limited to:

Supervise/advise student leaders (mentors) and manage operations of the program:

1. Create and maintain program events and activities (may vary from year to year).
2. Organize and facilitate mentor training workshops.
3. Plan and facilitate periodic mentor meetings.
4. Manage a small budget and create innovative and resourceful means of motivating the mentors.
5. Evaluate and interview potential mentors.
6. Actively serve on at least 1 programming committee.
7. Respond to and devise a plan of action for mentor concerns and mediate related matters.

Serve as a liaison between the program's participants and the Program Coordinator:

1. Effectively communicate the needs of the program's participants to the Program Coordinator.
2. Accurately disseminate and communicate program information to mentors in a timely manner.

In addition to the position description, other associated responsibilities may be expected of a MORE Mentor Advisor. MA participation and responsibility will depend on OMPS planning.

Expectations:

As the cornerstone of the effectiveness of the MORE program, it is anticipated that every MA be enthusiastic about the MORE Program, supportive of the Program's goals, reliable, able to effectively work in groups, creative, and have a proven record of successful mentoring. MAs are also expected to have demonstrated the ability to execute quality events/activities.

The MA position is a serious leadership role with both program planning and supervisory responsibilities.

An effective mentor advisor will devote at least 2-3 hours per week in the program.

In order to be considered for the MA position, one must have previously served in the MORE Program as an MA or Mentor. The leadership qualities of a Mentor Advisor must closely match the description of the position.

Questions?

Please direct your questions related to the MORE Program to:

Prudence Goss

Program Coordinator of OMPS

MORE Program Advisor

Office: 404.727.6754

Email: pgoss@learnlink.emory.edu

Address:

Dobbs University Center

Emory University

605 Asbury Circle, Suite 425E- Drawer VV

Atlanta, Georgia 30322