



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: AIS PREP Student Mentor

Hourly Range: \$13.00-\$16.00/Hour (depending on experience and credentials)

Classification: Non-Exempt

Schedule: Full Time; Monday-Friday 9am-5pm; 40 hours/week

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The American Indian Services (AIS) Pre-Freshman Engineering Program (PREP) Student Mentor works closely with the AIS PREP Site Coordinator to help monitor classroom instruction, assist with mealtimes for students, and supervise student activities during and after instruction time.

Duties & Responsibilities:

- Ensure the safety and appropriate behavior of program participants.
- Attend staff meetings and/or planning sessions.
- Attend classes and laboratories with students, assisting instructors and students as needed or requested.
- Assist Program Instructors to develop and coordinate lesson plans and educational support activities for effective instruction.
- Supervise research and study period, providing educational support activities and tutoring.
- Assist in preparation of special PREP activities.
- Serve as a "mentor" to students, encouraging the development of a commitment to educational achievement.
- Perform other duties as assigned by the Site Coordinator.

Knowledge, Skills and Abilities:

- Working knowledge of Calculus I, Logic, Statistics, Physics, Computer Science, Engineering, and/or Technical Writing, and ability to tutor these subjects in one-on-one or small groups.
- Knowledge of Microsoft Office Suite basic products
- Ability to supervise groups of middle school to junior high age students.

- Ability Lead classroom discussions/activities, if asked.
- Ability to lead one-hour study session daily.
- Ability to utilize effective verbal and written communication skills.
- Ability to maintain confidentiality of student records.
- Ability to assess student work according to general instructional standards.

Required Qualifications:

- Preference will be given to college science, mathematics, computer science, engineering, or secondary STEM education majors.
- Prior experience working with adolescents.
- Commitment and interest in assisting middle and junior high school students in their academic and personal growth.

Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name