

**2024 - 2025 SAIL Mentor Application** **Student Academy to Inspire Learning (SAIL)** **Program**

The Student Academy to Inspire Learning (SAIL) is an innovative pre‐college program that serves high school students from underrepresented backgrounds, which include lower income and/or first‐generation college students, to encourage students to enroll and succeed in higher education through early exposure and exploration.

Position Description: SAIL Mentor

SAIL is searching for motivated individuals with a passion for working with youth by being a leader and a mentor. This position will involve assisting the SAIL program in middle and high schools with college preparatory activities. Responsibilities include engaging and talking with students about goal setting and the benefits of higher education through discussion, role modeling, pre‐college activities, and connection to resources to make higher education a more achievable reality.

This is a professional relationship with the primary goal of being a mentor. Additional mentor training and SAIL events, including student panel presentations, campus tours, or college preparatory events are also included in this position. Many of the positions are off campus at various local high schools.

Responsibilities that may be included in this role but vary at each site:

* One‐on‐one, small group, and classroom pre‐college mentoring (SAIL students are priority)
* Assist with drop‐in student needs
* Tracking SAIL student progress
* Keeping the SAIL and school informed of any concerns
* Group Sessions to be developed (after school, weekly, club)
* Classroom presentations (college preparatory & SAIL program material)
* Assist teachers/staff with college preparatory classroom activities
* SAIL program awareness/recruitment in schools
* Event planning and set up for college preparatory events
* Social Media Teamwork
* Attend weekly SAIL mentor meetings
* Light office duties: phone calls, data entry, web searches
* Provide a safe, supportive, inclusive, and enjoyable experience for our students

**SAIL Mentor Expectations and Agreements:**

* Report to and communicate with SAIL Admin staff: Executive Director, Program Manager, Outreach Coordinator, and Office Coordinator
* Attend and participate in all staff meetings and debriefs
* Follow all University of Oregon and SAIL staff policies
* Represent the University of Oregon and the SAIL Program by conducting yourself as a professional
* Ensure that all student information is confidential and is not shared unless necessary with the site supervisor and program manager
* At no point should you share your personal information with students, including social media accounts
* Initiate, facilitate, and lead student activities and games
* Supervise students and proactively manage student behavior and group dynamics
* Follow attendance and meeting tracking protocol as established by SAIL and site supervisor
* Actively participate in activities and engage with students about goal setting and the benefits of higher education
* Maintain a high level of adaptability and be a team player
* Cultivate an inclusive and mutually respectful environment by communicating often and clearly with your co‐workers
* Effectively collaborate with staff
* Be receptive to constructive feedback
* Be punctual for meetings and activities and proactive in helping students and other staff stick to the daily schedule
* No staff person is ever to consume or be under the influence of alcohol or drugs, use tobacco in any form, or carry firearms during working hours. Staff must always use appropriate language for youth. Failure to comply will result in immediate termination and dismissal
* Complete tasks as assigned

**Qualifications:**

* At least 18 years of age and enrolled in higher education
* Desire and ability to work with youth in an interactive, academic setting
* MUST have a positive “can do” attitude, patience, enthusiasm, and lead with empathy
* Ability to manage multiple tasks, reliable, and able to work independently
* Ability to work with diverse groups of students and staff
* Ability to take initiative and work both as a team and independently
* Experience with supervision and facilitating activities
* Ability to pass a background check

**Compensation & Benefits:**

* $16 hourly wage
* Dynamic work environment
* Professional training
* Leadership development
* Being a mentor and creating an inclusive community

**Shift Times:**

* Exact shift times to be assigned based on staff availability and needs of schools
* Attend de‐briefs, mentor trainings, and outreach events (to be determined) My signature below confirms my understanding of the position detailed above.

Print Name:

Signature: Date:

**2023‐2024 SAIL Pre‐College Mentor Application**

**Legal Name: Preferred Name:**

**DOB: Gender: Pronouns *(optional)***:

**UO ID: Phone #:**

**UO EMAIL:** @uoregon.edu

**Current year in school:**

Undergraduate Student

**Number of credits you are taking:**

**Have you been employed by the UO before?**

**If yes and still employed, list all current jobs:**

**Major:**

Graduate Student

**Yes No**

**Are you an international student? Yes No**

**T‐SHIRT SIZE (circle one)** S M L XL XXL XXXL

**:**

Driver’s License #: State:

Personal Reference: Phone:

Employer Reference: Phone:

Emergency Contact: Phone:

Do You Speak a Second Language? If so, please list below:

Any special accommodations, or dietary restrictions? If so, please list below:

**Application Questions**

1. Why are you interested in working for SAIL as a mentor?
2. What is your previous experience working with high school students and/or youth?
3. The SAIL Mentor position requires that each person be a positive role model for students. How do you plan to be a positive role model in this capacity?

**SAIL Agreements**

**Drug and Alcohol Policy**

The use, possession of, and/or intoxication of drugs and alcohol are strictly prohibited in the SAIL Program, including at all SAIL‐sponsored activities. I (insert name),

understand that this is a zero‐tolerance policy. I will take responsibility for my actions and will be immediately removed from the program if I defy the policy and could face prosecution.

The information I give in this application is true and correct to the best of my knowledge. I hereby give the SAIL program permission to contact my references and submit a background check concerning my qualifications to be a SAIL staff member. I also give my permission for my references to provide SAIL information about my experiences with them. If appointed as a SAIL staff member, I agree to abide by the stated rules and goals for the program and will fulfill my responsibilities to the best of my ability.

**Signature Date**

**Confidentiality Policy**

As a SAIL Employee, I understand that I am to respect the confidentiality of each student with whom I work. I agree that I will not discuss or otherwise communicate any form of information concerning a student with unauthorized individuals. The following exceptions are required by law: harm to self or others, abuse or neglect is disclosed, and/or any other form of suspected abuse. This must be reported immediately to the site supervisor/program manager, and/or the State of Oregon child welfare agency. I understand that failure to abide by the confidentiality requirements may result in immediate termination.

**Signature Date**

**Student Academy to Inspire Learning (SAIL) Division of Undergraduate Education and Student Success 1585 E.**

**13th Ave, 101 Oregon Hall Eugene, OR 97403-5217**

**E-mail:** **mruiz@uoregon.edu** **| Phone: 541-346-1784**