ESL Mentor

The ESL and Intensive English Programs are looking for qualified candidates for Fall Semester 2015 to work with groups of international students to improve their ability to be successful at UW-Eau Claire. Mentors assist new IEP students during orientation week by attending all orientation sessions and facilitating activities with their group. During the semester, Mentors attend one of the three ESL Learning to Learn classes with a group of students and facilitate sessions outside of class with students or on their own.

Qualities

- Have strong communication, interpersonal, and leadership skills
- Cross-cultural understanding, and sensitivity; flexibility and open-mindedness
- Initiative, enthusiasm, and dependability
- Ability to multi-task and great time management skills
- Demonstrated ability to manage academic workload
- Superior English skills; preference given to non-native speakers, especially international students

Responsibilities

During IEP Orientation:

- Assist new IEP students in their adjustment, orientation, and transition to UW-Eau Claire
- Participate in orientation activities and events with IEP students
- Be a guide, resource, provide peer support, and answer questions for a group of 5-10 students
- Support access to university programs and services (i.e. registration process, student organizations, etc.)
- Be aware of students’ apprehensions and adjustment needs
- Facilitate discussions regarding social issues, campus life, and cultural adjustment
- Encourage IEP students to participate in all orientation activities
- Discuss any questions, difficulties, or concerns with the IEP and CIE staff members

During the Semester:

- Help give feedback during pair and small group work
- Help the teacher subjectively evaluate student performance on specific tasks
- Keep tabs on students of concern
- Help to organize rooms and facilities for the small groups
- Give/arrange tours of important campus services
- Help students arrange visits of other classes (391)
- Guide students through goal-setting, motivation, and teamwork problems

Requirements

- Current UWEC student and have completed one semester in a degree program
- Current good academic standing (GPA of at least 3.25 in academic courses)
- Attend training during the week of August 17th to 21st, 2015 (dates and times to be determined)
- Attend all of IEP Orientation week, August 24th to 28th, 2015
- Have availability during the semester to devote time to in-class and out-of-class responsibilities
- Candidates that are selected must pass a background check
Payment
This is an on-campus, paid position. During the semester, Mentors will have, approximately, 4 to 6 hours of compensated time per week. Payment is $7.50 per hour. Mentors receive a stipend for their work during orientation week that is comparable to the $7.50 per hour received during the semester (about $350).

Application Procedure
To apply, you must submit the following by **Friday, March 20th, 2015**:

- Cover letter
- Resume or CV
- Names and contact information of three references

**You may email or send applications to:**
Stacy Woodward  
UWEC-Center for International Education  
Schofield 3  
Eau Claire, WI 54702  
Phone; 715-836-4411  
Email: woodwasl@uwec.edu