HCOP Employment Opportunities

Application Deadline: April 1, 2020

Available Position: Mentor
Program: Summer HAPPEN
Department: Health Careers Opportunity Program (HCOP)
Dates: July 5 – July 24, 2020 nights and weekends
Hours: 40 hours per week
PAY: $800.00 per week

HAPPEN Program Description
HCOP provides academic and support services for disadvantaged students desiring a career in dentistry, medicine, pharmacy and allied health. The program is designed to help in the transition from high school to the college environment. During the program, students participate in 6 to 8 hours of educational activities five days per week, with recreational activities scheduled on Saturdays. On Sunday, students are free to sign in and out as they like, to visit the Student Rec Center, spend the day with parents, or study.

Position Description
The Mentor position encompasses roles of both a Resident Assistant and Teaching Assistant. The mentor will assist with responsibilities within the residence hall and will work with the HCOP staff to provide a positive community atmosphere for the residents of the summer program (Students and mentors are housed throughout the length of the program at Towers). The mentor will also serve as a liaison between the students and the program staff. The position is designed to foster an atmosphere for student learning, social, cultural, and emotional growth in the dormitory by serving as an advisor to the residents while additionally providing assistance and support as they complete their course assignments with an emphasis in Math and Chemistry.

Duties
1. Promote a positive, community atmosphere in and out of the dorms
2. Assist in tutoring outside of classes
3. Maintain regular room hours so that everyone knows which mentor is on duty
4. Post a visible schedule of who’s on duty for students to refer to
5. Have a working knowledge of WVU’s resources and services to assist students
6. Attend daily study halls
7. Attendance and participation in all student activities, including weekends
8. Assist students with understanding expectations of the class and the instructor
9. Be aware of attitudes and behavioral patterns of students & report to HCOP leadership right away
10. Report violations of the HCOP and University conduct codes
11. Provide evening learning activities that pertain to diversity, team work & commodity
12. Maintain a daily online log on student activities and/or issues that may arise.
Position Qualifications

1. Excellent oral and written communication skills
2. Skill in cultural sensitivity and an ability to effectively communicate and interact with persons from diverse economic, educational, and cultural backgrounds are necessary for satisfactory performance
3. Demonstrated ability to foster working relationships with disadvantaged students
4. Demonstrated ability to manage and organize multiple tasks, prioritize tasks, and work with frequent disruptions
5. Demonstrated ability to make decisions logically and quickly and to adapt to rapidly changing demands and priorities
6. Ability to maintain confidentiality - the nature of the work environment requires a high level of awareness and professionalism with issues regarding student confidentiality
7. Must be 21 or older
8. Must have valid driver’s license
9. Must be able to drive a 15 passenger van
10. Must work weekends
11. Must be fully committed to the entire 3 week program, including weekends

- At least 2 yrs. College required
- Minimum 3.0 GPA overall with demonstrated ability in Chemistry and Math beyond an introductory level
- Residence Life experience preferred but not required
- If hired, must successfully pass a background check

HCOP provides mentors with the following:
- Housing
- Meals
- Vehicle for weekend activities
- Open door policy to speak with HCOP staff both on and off duty
- Coverage of weekend activity expenses, including meals

HCOP does not provide the following:
- Parking
- Parking costs, fees or parking tickets obtained while on or off duty
- Food outside of regularly scheduled meals (such as chips, junk food or drinks)

Rules and regulations on campus apply to mentors and students alike.
When not on scheduled duty, mentors must remain within a 20 mile radius, and be available in case of an emergency. While on and off duty, it is the responsibility of the mentors to transport students to Urgent Care or the ER as sickness/illness occurs.

This is a salaried position. Mentors are paid while on duty and off duty.
When additional help is needed, it is expected that mentors who are off duty can be reached in order to assist in an emergency situation.

It is mandatory to be accessible at all times during the program, so cell phones must remain on.