Graduate Mentor Responsibilities

- Participate in mandatory 2-3 day training
- Participate in Opening CSP Freshman Meeting
- Participate in monthly Professional Development Events
- Mentor a smaller cohort of centennials and hold weekly meetings
- Assist centennials development and bond with peer group member (ice breakers, teambuilding, social activities)
- Communicate with mentees often to keep them abreast of events, activities around campus and community (email, text, tweet, Facebook)
- Be cognizant that you are a Role Model at ALL times
- Facilitate one Large Group Meeting each semester with other GA mentors
- Facilitate five hours of study hall each week (GA mentors collectively must provide study hall hours for each day of the week at various times/locations on campus)
- Each GA mentor has a specific area of responsibility within CSP assigned by the Director (e.g., schedule meeting rooms, data entry, social chair, etc.)
- Meet with Mrs. Strawbridge for bi-weekly supervision meetings
- Attend bi-weekly CSP Large Group Meetings (if class schedule permits)
- Participate in Annual CSP Family Weekend Reception
- Attend Office of the President’s Annual Diversity Conference
- Participate in tentative graduate assistant and undergraduate interviews
- Refer to the CSP Google Calendar for event updates and activities
- Keep record of hours spent on job as a GA mentor
- Keep a record of contact with mentees
- Support all CSP requirements and expectations
- Other assignments as requested by Director