Job Description—Academic Skills Kit (ASK) Mentor

Overview:
Disability Services is hiring students to serve as Academic Skills Kit (ASK) Mentors. ASK Mentors provide skill development assistance in the following content/module areas: notetaking skills, time management skills, organization skills, reading techniques, Livescribe Smartpen demonstrations, test-taking strategies, new to CU, and test proctoring procedures. About 2/3 of this position is responsible for conducting one-on-one hour long study skill sessions with CU students who are registered with the Disability Services office and 1/3 of this position is responsible for tracking and assessing effectiveness and participation in the ASK service.

Responsibilities:

1. Provide one-on-one study skill development assistance to CU students registered with the Disability Services office
2. Learn and understand the content in each module and be able to effectively deliver and adapt material to individual student needs
3. Work cooperatively with other Disability Services staff to ensure excellent service delivery
4. Create and update forms, advertisements, and other written materials used in the ASK service each semester
5. Update and improve ASK Mentor training materials, as needed, with Disability Services staff
6. Assist with additional duties as deemed necessary by the supervisor

Required Qualifications:

1. Must be a current CU-Boulder sophomore/junior/senior undergraduate or graduate student
2. Must have work study award
3. GPA of a 3.0 or above
4. Sensitivity to differences and diversity
5. Excellent time management and organization skills
6. Excellent communication skills
7. Excellent interpersonal and problem-solving skills
8. Ability to work independently
9. Ability to maintain confidentiality

Desired Qualifications:

1. Experience working with people with disabilities
2. Experience with public speaking, mentoring, tutoring, or teaching
3. Minimum of a one year commitment to position
4. Experience with technology and the ability and desire to learn new programs/software
5. Self-awareness of personal learning style and executive functioning skills
**Salary:** The salary for this position is $10.92/hour. ASK Mentors will be paid bi-weekly.

**Hours:** The ASK service provides 20 hours of open appointment times per week. The number of hours worked depends on the availability of each ASK Mentor. Hours are flexible but should be scheduled between 9:00am and 4:00pm Monday through Thursday. ASK Mentors will not work in June or July.

**Start date:** September 2015. Training will be provided and paid for.

**Application procedure:** Applications will be accepted until the position is filled. Please e-mail interest applications to Bridget.Oshea@colorado.edu. **You must include your resume, fall 2015 course schedule, unofficial transcript, anticipated graduation date, and number of hours you would like to work.**

**Equal Opportunity Statement:** The University of Colorado does not discriminate on the basis of sex in the education programs or activities it operates or in employment. Inquiries to the University of Colorado concerning the application of Title IX and its implementing regulation may be referred to the campus Title IX coordinator at [http://hr.colorado.edu/dh/Pages/default.aspx](http://hr.colorado.edu/dh/Pages/default.aspx) or to OCR at: [http://www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)