

## University Minority Mentor Program 2008 Program Assistant Position Description



### Position Description

University Minority Mentor Program (UMMP) is designed to support students in their transition to the University of Florida and to offer guidance as students begin to define their goals and strive for academic success. This objective is achieved through active participation in one-on-one interactions between mentors and mentees, small group meetings with mentoring clusters, and attendance at cultural events. As a Program Assistant you will act as a liaison between the mentors and mentees. You are expected to work closely with your cluster leader and be a resource to the students in your cluster.

UMMP strives to:

- Provide a supportive and nurturing environment that promotes personal and intellectual development of incoming students.
- Assist students with academic and personal concerns, through one-on-one relationships.
- Create a sharing and informative environment to support students and encourage participation in academic and social campus activities.
- Connect students with an individual who cares about them and is familiar with University traditions, policies, activities, and procedures.
- Build relationships between faculty/staff who will be able to assist their mentees in finding research, employment, and internship opportunities.
- Create a relationship with a faculty/staff member who can later serve as an academic or professional reference.

Program Assistants serve as resources to their Cluster leader and Mentors in their cluster, role models to students in their cluster, and representatives of UF. They will work closely with UMMP staff and act as representatives of the Dean of Student's Office.

### Minimum Requirements

- 2.75 cumulative GPA or higher. GPA will be verified.
- Not have been found in violation of the UF Student Code of Conduct. Record will be verified.
- Full-time undergraduate student at UF
- Participate in cluster meetings and Program assistant meetings on a monthly basis.
- Attend the 2008 Training Session and Match and Mingle scheduled for **the week before school begins (Exact date will be announced after the application process is completed)**.
- Exhibit leadership potential and a strong commitment to the mission of the University Minority Mentor Program.
- Agree to abide by professional and ethical standards of conduct, including following all university regulations and civic laws, from the point of selection through the duration of the Program. [*Program Assistants may be dismissed if they are found in violation of any civic law or university regulation.*]
- Exhibit the ability to work effectively with a Cluster Leader, UMMP mentors and mentees and other Program Assistants.
- Possess a strong interest and desire to help minority students make a positive transition to UF.

### Position Responsibilities

Responsibilities may vary with each Cluster leader/Program assistant relationship. It is imperative Program Assistants meet regularly with their cluster leader to plan each cluster meeting and effectively communicate with one another.

Some responsibilities may include:

- Become familiar with the needs of new students.
- Develop a rapport with students in their cluster.
- Be accessible and willing to assist with informational needs of students in their cluster.
- Establish a listserv of the students in their cluster.
- Plan activities for their cluster.
- Serve as an academic and social role model.
- Communicate accurate and timely information to students about UMMP events.

## University Minority Mentor Program 2008 Program Assistant Application

Name _____	UFID # _____
Gatorlink E-mail Address _____	Cumulative GPA _____
Major _____	Class & College (ex. 2EG) _____
Local/ Cell Phone _____	Anticipated Grad Date _____
Local Address _____	
Home Address _____	
Did you participate in UMMP as a freshman? <input type="checkbox"/> No <input type="checkbox"/> Yes    Who was your mentor? _____	
Will you be here during Summer B 2007? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	

**Please address the following questions typewritten on a separate page.**

1. What interests you about becoming a program assistant? Describe any experiences you have had that you feel will help you as a program assistant. What do you hope to learn as a result of this experience?
2. Describe one of the most meaningful experiences you have had as a minority student at the University of Florida. What did you learn from this experience? How can this be applied to students in UMMP?
3. How are you an example of a successful and responsible University of Florida student? How will you be a role model for the students in your cluster?
4. If you have been found in violation of the UF Student Code of Conduct, please attach an explanation.

*Please submit contact information for one individual who can serve as a reference for you. We recommend a UF Faculty or Staff member who can speak to your academic performance and your personal character. Undergraduate students may not serve as a reference for you yet graduate students who have taught and/or supervised you may. \*If you were involved with UMMP as a freshmen we strongly encourage you to have your recommendation completed by your Mentor or Cluster leader.*

Recommender's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

*I have read and understood the attached job description and expectations. I understand that my GPA and judicial record may be verified by Multicultural and Diversity Affairs. I certify that the above information is accurate and truthful to the best of my knowledge.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this application to Multicultural and Diversity Affairs, 202 Peabody Hall,  
by 4:00 pm on Wednesday, March 19<sup>th</sup>, 2008.**

Contact 392-1261 or Multicultural@dso.ufl.edu with any questions.