

Mentor - Distance Learning Office
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=119330>

Downloaded On: Jun. 25, 2019 10:13am

Posted Feb. 14, 2019, expired Jun. 7, 2019

Job Title	Mentor - Distance Learning Office
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Feb. 14, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Educational Services Counseling Services
Apply Online Here	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Mentor-in-the-Distance-Learning-Office_J0000009
Apply By Email	
Job Description	

Department:

Distance Learning

Salary/Hourly

\$18.54 Hourly

Union/Position Status:

FFECC NTTPT

Posting Closing Date:

February 17, 2019

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JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing para-professional tasks assisting the faculty of a Community College. Mentoring involves passing information or knowledge from the mentor to the students with the goal to help students act independently while pursuing their academic and work-related goals. The incumbent reports to a FFECC or AAEECC member. Mentors responsibility includes planning, training, problem solving, demonstrating, and collaboration. Mentors support students and faculty in advisement and retention activities. Mentors respond to requests for assisting students in an academic environment with guidance on a variety of issues. Mentors provide strategies to improve performance in college in academic areas. Does related work as required.

TYPICAL WORK ACTIVITIES WHEN ASSIGNED DISTANCE LEARNING:

- * Provide extra support and guidance to distance learning students;
- * Assist students transitioning to the online learning environment;
- * Refer students for academic and other support services as needed;
- * Offer technical and learning management system support for struggling students;
- * Create and send out online learning success materials;
- * Support College retention efforts in online courses;
- * Work closely with College personnel to ensure student success.

*KNOWLEDGE, SKILLS AND ABILITIES: *

Superior knowledge and performance in academic subjects to be mentored; ability to establish rapport with faculty, staff and students, maintain mutual respect and trust needed for promoting learning and professional growth; ability to mentor in the present and focus on moving the student towards their strategic development; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a regionally accredited college in Social Science, Counseling, Human Services, Career Education or/and a related field and four (4) years of vocational or educational experience.

SPECIAL REQUIREMENTS:



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Official transcripts will be required for successful candidates within 30 days of hire.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Contact Human Resources at (716) 851-1840 with any questions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact