

**Mentor - Distance Learning  
Erie Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=232451>

Downloaded On: May. 9, 2024 5:34am

Posted Mar. 6, 2024, set to expire Dec. 7, 2024

**Job Title** Mentor - Distance Learning  
**Department** Distance Learning  
**Institution** Erie Community College  
Buffalo, New York

**Date Posted** Mar. 6, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Student Services  
Educational Services  
Counseling Services

**Job Website** [https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Mentor---Distance-Learning\\_J0002022](https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Mentor---Distance-Learning_J0002022)

**Apply By Email**

**Job Description**

**Department:**

Distance Learning

**Salary/Hourly**

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\$41,882.00 Annual

**Union/Position Status:**

FFECC NTTP FT

**Posting Closing Date:**

April 5, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

## **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 AAEC 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 TO: DISTANCE LEARNING:**

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- 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:**

**DISTANCE LEARNING** - 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:**

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

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

***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.***

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**Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

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New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

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

**Contact**

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