

LINKAGES Mentor Program Intern Position

Program Background

The **LINKAGES** Mentoring Program is an initiative of the Division of Student Affairs and is hosted by Multicultural Student Services (MSS) at the University of St. Thomas. The **LINKAGES** Program is designed to create intentional connections or linkages between students and the larger university community. **LINKAGES** is a learning-centered, peer mentoring program designed to broaden efforts to increase the retention of underrepresented students and support the University's strategic priorities of Access and Excellence.

Responsibilities

- Clearly understand the goals and mission of Multicultural Student Services and the **LINKAGES** Mentor Program
- Assist **LINKAGES** Program Manager (LPM) in recruiting current UST students to serve as mentors
- Assist LPM in designing, facilitating and evaluating **LINKAGES** mentor training, workshops, social events and community outreach activities
- Assist LPM in mentor matching process
- Work closely with LPM to create and maintain the **LINKAGES** database
- Assist in effectively communicating events and programs to the **LINKAGES** program participants
- Attend monthly **LINKAGES** Mentor Program meetings
- Create a portfolio of your **LINKAGES** experience
- Complete a research project as assigned by LPM
- Other duties as assigned by LPM

Training and Development

- Attend Spring Student Leadership Training (2009 Training To Be Announced)
- Attend Fall Leadership Institute (2009 Training To Be Announced)
- Attend Mentor Training (2009 Fall Training TBA)

Eligibility

- Must be returning to UST campus as a full time student fall semester 2009 and spring semester 2010. Students graduating in December 2009 or **studying abroad during the fall or spring are not eligible**
- Must maintain a minimum cumulative GPA of 2.5
- Program planning, marketing and publicity experience
- Previous mentor program and/or leadership experience
- Superior communication skills
- Demonstrated organizational & time management skills
- Ability to be a team member, but also work independently
- Experience working with diverse populations

Compensation

- The **LINKAGES** Internship runs from August 2009-May 2010 (spring 2009 training dates TBD)
- **LINKAGES** Interns will be compensated at a rate of \$7.50/hr (6-10 hrs/week)
- Please submit a resume and cover letter outlining your interest in the position to Tonia Jones, Multicultural Student Services, 2115 Summit Avenue, Mail 5006, St. Paul, MN 55105-1096.

Contact Information

For questions about the **LINKAGES** Internship, please contact Ms. Tonia Jones at 651-962-6459 or jone8638@stthomas.edu