

First-Year Services Mentor Responsibilities

June, July, and August the heaviest workdays

- Actively texting and meeting in person/virtual with our GEAR UP students to help them get ready for their first year at college
- Help includes classes registration, applying for FAFSA and filling out verification items, applying for scholarships, applying for HB-144, looking up students' jobs...etc.
- Emailing and calling students who didn't respond to texts
- Filling out SEF2
- Working on contact logs and Time and Effort report
- Updating tracking sheet with type of contact, date, and time

September

- Actively checking in with students and remind them about important due dates like add/drop classes and tuition due dates
- Emailing and calling students who didn't respond to texts
- Working on contact logs and Time and Effort report
- Updating tracking sheet with the last day of contact and any notes we have about students
- Using Canva for designs to be sent to students if needed

October

- Checking in with students and remind them about FAFSA renewal
- Meeting with students for FAFSA renewal, tutoring with some classes
- Texting our 2nd year student and help them transition to TRIO OR congratulate them on finishing their first year at college AND graduating from GEAR UP FYS as we no longer serve them
- Working on contact logs and Time and Effort report
- Updating tracking sheet with the last day of contact and any notes we have about the student

November

- Actively checking in with students and remind them about important due dates
- Reaching out to spring starting students and help them getting ready for their first year
- Meeting with the already started students and spring starting student for spring classes registration, FAFSA renewal, scholarships...etc.
- Updating tracking sheet with the last day of contact and any notes we have about the student
- Using Canva for designs to be sent to students if needed like thanksgiving holiday

December

- Actively checking in with students and remind them about important due dates and finals
- Working on contact logs and Time and Effort report
- Updating tracking sheet with the last day of contact and any notes we have about the student
- Using Canva for designs to be sent to students if needed like winter break

January

- Welcoming student's back from winter break and spring starting students
- Meeting with students for classes registration, FAFSA renewal, and applying for scholarships, looking up student's jobs, etc.
- Actively checking in with students and send reminders about important due dates
- Work on contact logs and time and effort
- Updating tracking sheet with the last day of contact and any notes we have about the student

February

- Actively checking in with students and send reminders about important due dates
- Updating tracking sheet with the last day of contact and any notes we have about the student
- Work on contact logs and Time and Effort report
- Updating tracking sheet with the last day of contact and any notes we have about the student

March and April

- Actively checking in with students and send reminders about important due dates
- Meeting with students for summer classes registration, FAFSA renewal and applying to scholarships
- Reaching out to fall starting students and help them get ready for their first year like orientation, FAFSA, registration, ...etc.
- Work on contact logs and Time and Effort report
- Updating tracking sheet with the last day of contact and any notes we have about the student
- Using Canva for designs to be sent to students if needed like spring break

May

- Checking in with students about finals
- High school visits
- Helping high school students with orientation, advising, and classes registration
- Work on contact logs and Time and Effort report

- Using Canva for designs to be sent to students if needed like summer break
- Updating tracking sheet with the last day of contact and any notes we have about the student
- Updating college packets to be sent to high school seniors after high school visits

NOTES:

- Orientation, advising, classes registration, FAFSA renewal, scholarships appointments occur any day at any month as long as they are within the time frame of applying
- We help with non-academically approaches like helping student's with building up a resume, applying for jobs, medical services offered for students at the campus
- We contact offices on campus to collect more info upon student's request
- Messages should be checked everyday