

Title: CSP Graduate Mentor

Position Summary

The CSP Graduate Mentor works directly with undergraduate students who are enrolled in the College Success Program for Students with Autism Spectrum Disorder (CSP). The CSP Graduate Mentor co-leads on-campus support groups, facilitates study sessions, and interacts with CSP students in the residence halls, as well as during various social situations both on and off campus. The primary responsibilities of the position are providing academic, social, emotional, and residence life support.

Program: The College Success Program for Students with Autism Spectrum Disorder

Number of Available Positions: up to 2 (preferably, one male & one female)

Compensation: Room, board, and the CSP Graduate Mentor Grant
(single room in Hainer Hall, unlimited meal plan,
6 graduate credit hours tuition per semester)

Position Availability: Fall and Spring Semesters (live-in, residential position requiring morning, evening, & weekend hours)

Hours per Week: 12 hours of direct service and planning per week, plus scheduled on-call hours
(on-call includes morning, evening, & weekend hours)

Supervisor: College Success Program Coordinator

Job Qualifications:

A qualified CSP Graduate Mentor will:

- Be a student in good standing in Eastern University's Campolo College of Graduate and Professional Studies (Schools of Counseling Psychology and Education are preferred, but the CSP will consider a qualified candidate from any program)
- Have documented previous work experience with individuals with Autism Spectrum Disorder (strongly preferred) or in another human services related field
- Be available for two consecutive semesters (i.e., fall & spring semester of the same academic year)
- Possess effective written and oral communication skills
- Endorse the mission and doctrinal statements of Eastern University
- Have a valid driver's license (strongly preferred) and vehicle on campus (preferred)
- Be able to provide visual and auditory supervision of the residence hall environment

Job Qualifications - continued:

- Demonstrate the following qualities:
 - enthusiastic
 - creative
 - open-minded
 - self-motivated
 - team player
 - observant
 - compassionate
 - patient
 - self-aware
 - independent
 - organized
 - articulate

Job Responsibilities:

- Attend the CSP mentor training program
- Attend the CSP’s orientation program for new CSP students
- Cultivate safe and trusting relationships with CSP students in order to best meet their social and emotional needs
- Co-lead a weekly support group for CSP students with the other CSP Graduate Mentor
- Monitor two-hour study sessions for CSP students two-three times per week
- Provide targeted support to CSP students in the residence halls
- Maintain liaison relationships with Residence Life staff and Undergraduate Peer Mentors
- Work with the CSP Coordinator, Undergraduate Peer Mentors, and the other CSP Graduate Mentor to plan and organize on and off campus activities for CSP students
- Be on campus (or within a short distance of campus) and available to respond to CSP student needs during scheduled on-call hours
- Participate in weekly group supervision with the CSP Coordinator during the Fall and Spring semesters
- Co-lead (with the other CSP Graduate Mentor) monthly meetings with Peer Mentors.
- Maintain consistent and timely communication with the CSP Coordinator, other Graduate Mentor, and Peer Mentors in order to facilitate coordination of services.
- Complete required documentation in a timely manner
- Other duties as assigned by the College Success Program Coordinator

Estimated breakdown of weekly hours:

Supervision with CSP Coordinator	1-1.5 hours per week
Support Group with CSP students	2 hours per week (50 minute group/ 70 minutes planning and documentation)
Study Group with CSP students	4-6 hours per week
Liaison work and planning	3-5 hours per week
Providing services while on-call	15 - 25 hours per week