

Health Science & Technology Academy (HSTA)

Summer Assistant Head Mentor Job Description & Application

West Virginia University

The Health Science & Technology Academy (HSTA) is looking for a Summer **Assistant Head Mentor** to guide West Virginia high school upcoming junior students in their pursuit of higher education from July 12-July 27th, 2012 on the West Virginia University campus.

POSITION DESCRIPTION:

1. Supervision of mentor staff

- Supervision of approximately 8-10 undergraduate student mentors during the two week camp.
- Mentors are responsible for supervising students to and from academic courses and provide assistance in the classroom when requested by the instructor. Mentors also assist and tutor students while completing homework as well as offering guidance on college life, time management and study skills.
- Promote an atmosphere conducive to balancing both academics and social activities by scheduling and planning evening activities that incorporate the mission of HSTA, including activities that promote diversity awareness, educational knowledge and social interactions.
- Additionally, programming should focus around promotion of higher education, mainly focusing in the health and science fields.
- Conduct regular staff meetings throughout the week.

2. Supervision of mentoring responsibilities

- Mentors are expected to interact on a personal level with the students and other mentors as well as attend social activities and events sponsored by HSTA.
- Assist mentors with enforcing Residence Hall Rules and Regulations as well as HSTA policies and procedures, such as dress code and proper behavior.
- Document any incident that involves a student including illness and behavioral issues.

3. Maintain regular cooperation and communication with mentors and staff

- Stay on campus in the residence halls with the students/mentors from Sunday through Friday each week of camp as part of an on-call staff. Staff will have Friday afternoon & Saturday off each week of camp.
- Communicate with HSTA staff members, including Head Mentor/Site Coordinator, HSTA office personnel, Field Site Coordinators (FSCs), Housing Staff and mentors.
- Attend a brief training with the HSTA Summer Manager.
- Assist in the training of Biomed HSTA mentors in July.
- Other duties as assigned.

DATES: Position will begin in July with mandatory training for mentors:

Training: July 12-13, 2012

Camp: July 15-27, 2012

SALARY: Stipend \$2000.00 plus Room & Board.

MINIMUM REQUIREMENTS:

- Currently enrolled or will be enrolled in graduate school at WVU or another institution.
- Excellent communication, interpersonal and organizational skills.
- Experience/ability to relate to a diverse high school population
- Evidence of success in course work in health science, math and/or writing.
- 3.0 GPA minimum overall.

PREFERRED QUALIFICATIONS:

- Experience supervising and working with high school aged students as well as undergraduate students.
- Experience with minority or disadvantaged youth.
- Prior participation in HSTA or similar academic enrichment program.

FOR MORE INFORMATION: <http://www.wv-hsta.org/> 1-800-345-4267 in WV only
304-293-1651 Central Admin

TO APPLY: Please obtain application from Wanda Stone (wstone@hsc.wvu.edu)
In addition to the application please include: 2 letters of reference, academic transcripts and resume and send to:

**Health Sciences & Technology Academy -OR-
Robert C Byrd Health Sciences Center
PO Box 9026
Morgantown, WV 26506-9026**

**Wanda Stone
email: wstone@hsc.wvu.edu**

Health Science & Technology Academy (HSTA)

The Health Sciences and Technology Academy of West Virginia University (WVU) is a 9th-12th grade math and science program which encourages aspirations, opens doors, and empowers minority and underrepresented students and rural communities. West Virginia University has established a seamless approach to health sciences education which shepherds talented minority and underrepresented students through pre-college, college, and graduate training in health sciences programs. This partnership among the numerous units of the state's land grant university and many Appalachian communities brings minority and underrepresented students and teachers to campus each summer for clinic, laboratory, and classroom training and activities. The partnership then provides the infrastructure and support for community-based science projects mentored by teachers, health professions, students and volunteer community leaders during the school year.

The one to two-week campus-based program provides intensive academic enrichment emphasizing science and math for each grade from 9th through 12th as well as laboratory experiences where students work with scientists/clinical practitioners. The students work on projects emphasizing science in ways to develop their knowledge and skills to observe, hypothesize, and develop methods to answer questions which generate knowledge. The hands-on project experiences promote the concept of biology as an experimental science. The students learn to collect, analyze and interpret data as well as communicate their results. Self-esteem building, motivation enhancement, leadership development skills, and study skills are incorporated into the experience.

