

MOUNT HOLYOKESM

LIBRARY, INFORMATION, AND TECHNOLOGY SERVICES TECHNOLOGY MENTOR PROGRAM MENTOR JOB DESCRIPTION

The LITS Technology Mentor Program is an initiative designed to offer additional collaborative support to foster effective integration of technology into the curriculum. The Technology Mentor Program is a course-oriented, peer-based model -- paired with a particular faculty member, under the guidance of a LITS professional, student technology mentors work closely with a faculty member and the students enrolled in her course to support related technology needs. Experience with web design software, audio and image editing software, and/or ella is preferred. Comfort with technology and enthusiasm for teaching and learning are a must. Technology mentors will be trained to provide basic support in the planning, development and execution of technology-based projects as they relate to particular courses. A mentor's specific responsibilities depend largely on the faculty needs and course objectives. Throughout the semester, assigned duties and workflows related to a course are likely to vary and might include:

- Holding office hours for project consultation with students enrolled in the course
- Offering training workshops on specific software or equipment associated with assignments
- Brainstorming with the faculty member on the creative uses of particular technologies to meet course objectives
- Providing faculty feedback on the effectiveness of a particular technology-based assignment or tool used in the classroom
- Attending the course regularly, engaging in course readings and contributing to class interactions
- Developing prototypes or models of a technology-based tool that will be used for instruction in the course

In addition to these responsibilities, all mentors are expected to attend bi-weekly staff meetings, keep logs of job activities and maintain a friendly, approachable and professional demeanor when representing LITS. Additional duties may be assigned as needed.

Questions? Please contact Mary Glackin, mglackin@mtholyoke.edu, LITS

2009 [Adapted from the SAW Program]

**LIBRARY, INFORMATION, AND TECHNOLOGY SERVICES
TECHNOLOGY MENTOR PROGRAM
MENTOR APPLICATION**

Name:

Email: Campus Mailbox #: Residence Hall Phone #:

Summer or Long-term Phone# where you can be reached when not at MHC:

Major: Class Year:

Academic Disciplines/Subject Areas of Interest, besides Major:

Technology Skills (software packages with which you are comfortable either supporting one-on-one, teaching to a group of students, or both):

Spoken Language Skills:

Teaching Experience:

Skills you are Open to and/or Eager to Learn:

Previous Employment On-campus (list departments):

Do you qualify for work-study?

All mentors will be required to return to campus on Tuesday September 8, 2009 for paid training. Are you able to make this date?

of Hours/Week Desired:

Schedule (please note specific hours that you are *unavailable*):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Please return to Mary Glackin, LITS, Williston 430
2009 [Adapted from the SAW Program]

**LIBRARY, INFORMATION, AND TECHNOLOGY SERVICES
TECHNOLOGY MENTOR PROGRAM
MENTOR EMPLOYMENT CONTRACT**

By signing below, you commit to the following responsibilities as a LITS Technology Mentor:

- I will work up to 10 hours per week during the semester at the “Level 2” pay scale (\$8.15/hour) and submit bi-weekly time sheets to LITS Staff by the Sunday before the appropriate dates (posted on the back of time sheets). Timesheets must also be accompanied by ‘workflow logs’ describing the week’s work.
- I will attend all staff meetings (bi-weekly), planning meetings with LITS staff and training sessions as part of my work schedule. I understand that if I must miss a meeting, I need to communicate my anticipated absence to LITS staff and faculty members. I recognize that these meetings are integral to the ongoing communication and support of the program and will not miss more than two through the course of the semester. These meetings will account for approximately 1 hour of my work schedule weekly.
- I will negotiate the specific duties of my remaining hours per week of employment with my assigned faculty member and LITS Staff.
These duties might include but are not necessarily limited to:
 - attending class meetings and engaging in course readings, as designated by my assigned faculty member
 - holding “office hours” and/or training sessions for peers enrolled in the course, as requested my assigned faculty member
 - leading and/or monitoring online project collaborations
 - developing prototypes or models of technology-based tools to support the course (this may also include documentation or handouts)
- I will show up for work on time. If I must miss any scheduled work times, I will notify both the faculty member and LITS Staff with as much advanced notice as possible. I understand that both of these parties *and* the students enrolled in the course will be relying on my support.
- I understand that as a representative of LITS, I will be expected to uphold the highest standard of professional behavior, both in the classroom and at the LITS complex.
- I understand that my job performance will be evaluated during the course of my employment. I also agree to reflect regularly on my role in this position and raise any questions or discomforts that I may have immediately with LITS Staff and/or faculty member.
- I understand that I am required to attend paid training for Technology Mentors on Tuesday September 8, no exceptions.
- I understand failure to meet any of these duties and obligations may jeopardize my employment status.

I have read, and I agree to uphold the expectations and job duties in my role as a LITS Technology Mentor. I understand that I will be expected to adhere to these duties to the best of my ability, and I understand that continued employment is contingent on my performance in carrying out these duties.

(Signature)

(Date)

(Print Name)

Please return to Mary Glackin, LITS, Williston 430
2009 [Adapted from the SAW Program]