



## Student Mentor Job Description

**Job Title:** Student Mentor Job Description

### Objective:

To help the student build his/her resume and enhance his/her overall competitiveness in the college application process by sharing the Mentor's own knowledge and experience.

### Job Summary:

The Student Mentor will serve as a part of the "Early Stage Planning" team for Ivy Labs Education, providing online mentoring services to students on college application and high school activities planning. This position will work closely with Ivy Labs' Senior Counselors in developing an overall strategy for our students. Under the guidance of a Senior Counselor and with input from the students, each Student Mentor will be assigned to students whom we deem a good fit. He/she should report the process of mentoring directly to the program coordinator and the counseling team.

### Responsibilities:

- 1. Academic Mentoring:** The Student Mentor should be familiar with each student's background and his/her current study and application plans. In accordance with the overall team strategy, the Mentor will offer advice on course selection, APs, etc.
- 2. Extracurricular Mentoring:** Based on the student's interests and the mentor's own experience, the Mentor should help students determine activity groups to enhance their overall application.
- 3. School Culture:** As an accepted student in this college or university, the Mentor will to share his/her understanding of college life and school culture, in order to help students know the school beyond its ranking. In this way, students will also have a clearer idea of activity arrangements to better fit their dream school.
- 4. Interview Preparation:** If the student is already in the process of application, the Mentor will share his/her interview experience with students to help them be better prepared.
- 5. Planning and Organizing:** All the tasks described above should be consistent with agreed general strategies for students. The Mentor should develop clear goals and adjust priorities as required.

### Competencies:

1. Been accepted into one of the Ivy Leagues schools or other comparable top colleges in the U.S.
2. Excellent academic performance: high GPA, SAT and TOEFL (if applicable) scores in addition to other notable accomplishments.
3. Excel in at least one extra-curricular activity.
4. Be highly organized and responsible.
5. Excellent communication and interpersonal skills.
6. Passion for education.