



# Jones-Zimmermann Academic Mentoring Program

## ACADEMIC MENTOR JOB DESCRIPTION

**Job Title:** Academic Mentor

**Pay Rate:** \$10.10 - \$10.85/hour

**Organization:** Jones-Zimmermann Academic Mentoring Program (J-Z AMP)

**Location:** Hartford Magnet Trinity College Academy (53 Vernon Street)

**Last Modified:** 8/14/2019

**Work Period:** Academic Year

**Hours:** 2:30-5:00 PM, Tuesday and Thursday; one Saturday/month

**Contact:** Beatrice Alicea, Assistant Director, Community Service and Civic Engagement

**Contact Email:** Beatrice.alicea@trincoll.edu

**Contact Ext.:** x2160

**Mission Statement** Since September 2001, J-Z A.M.P., the Jones-Zimmermann Academic Mentoring Program, has provided after-school mentoring, tutoring and enrichment activities twice a week, after-school and one Saturday a month for middle school students from the Hartford Magnet Trinity College Academy. J-Z A.M.P is part of a larger mentoring community in the state, with sister programs at Sacred Heart University (Bridgeport), Yale University (New Haven), and Fairfield University (Fairfield), which are all funded with the generous support of the Marie & John Zimmermann Foundation. All four college sites share the same program model: recruit approximately 30 6th grade students who would benefit from more personal attention and enroll them for 3 consecutive years of programming. Throughout their 6th, 7th, and 8th grade years, every student is matched with a mentor and one other middle school student. The mentees and mentors engage in the "*triangle model*" (one mentor-to-two mentees) to strengthen a mentee's reading, math, and writing levels.



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### Responsibilities

- Meet with students from 2:30-5:00 PM every Tuesday and Thursday at Hartford Magnet Trinity College Academy
- Participate and help plan extracurricular activities, which may take place outside of weekly requirements
- Collaborate with other mentors to facilitate after-school enrichment activity
- Attend all required training sessions and orientations as indicated and meetings as needed with Program Coordinator
- Communicate as needed with students' teachers and parents/guardians
- Maintain log documentation of homework, activities, and concerns that take place during tutoring sessions, and submit a monthly Mentor Summary to Program Coordinator
- Attend monthly Saturday field trips with students

### Qualifications (\*previous experience is a plus, but not required)

- Desire to work with middle school youth and develop a relationship with two mentees in an after-school environment
- Have at least a 3.0 grade point average at Trinity College
- Dependable and committed to upholding the program rules, obligation, and schedule
- Commitment for the academic school year is strongly preferred

### Benefits of the Position

- Develop a relationship of mutual growth with two HMTCA students
- Paid training, workshops, and monthly field trips
- Work site conveniently located at HMTCA, 53 Vernon Street (across from Trinfo Café)
- The opportunity to develop leadership skills by planning activities and contributing feedback about the program structure
- The chance to explore the field of education and gain experience in the Hartford community