



ACE Mentor Mission Statement

The Bunker Hill Community College ACE Mentor program is committed to helping new students make a successful transition to Bunker Hill Community College by focusing on academic achievement, engagement, and cultural competency. ACE Mentors are integrated into Learning Community classrooms where they serve as resources to help new students adjust to the academic, social and personal environment at BHCC. ACE Mentors collaborate with faculty in designing Learning Community curriculum and assignments and co-facilitate class activities and discussions on difficult issues such as religion, race, class, gender and culture.

REQUIRED QUALIFICATIONS

- Maintain good academic standing
- Currently enrolled as a student at BHCC
- Ability to work cooperatively as part of a group and respect multiple points of view, different backgrounds, and diverse cultures
- Committed to fostering a campus environment where difficult issues such as religion, race, class, gender and culture can be discussed openly and honestly
- Knowledgeable about BHCC programs and services and ability to positively represent the College and the Learning Communities program

ACE MENTOR DUTIES

- Assist new students who are enrolled in BHCC's Learning Communities in the transition to college life and support each student's goals for success
- Attend two-day Training and Orientation at the start of each semester and bi-weekly trainings throughout the semester
- Attend all class periods of the Learning Community Seminar
- Collaborate with Seminar faculty in designing Learning Community curriculum and assignments
- Facilitate class activities and discussions that promote community building and student success
- Facilitate classroom discussions on difficult issues such as religion, race, class, gender and culture
- Understand coursework and readings in order to understand how to lead group discussions to meet student learning expectations
- Follow up with students who miss class or assignments
- Lead and organize study groups as well as help students organize group projects
- Connect with students via email or phone on a regular basis

- Share advice about study habits and effective test-taking strategies as well as personal experiences
- Serve as an information resource, respond to questions and concerns, and provide referrals to appropriate College offices and personnel
- Work with faculty and Success Coaches to establish and maintain contact with first year students
- Represent the College, its programs, and services to new students in a professional manner
- Help students navigate E-Portfolio, MyBHCC Portal and other technology as identified by the professor of the class
- Promote Learning Communities to students during peak registration periods
- Assist in the recruitment and interviewing process for new ACE Mentor applicants

APPLICATION PROCESS

- Complete ACE Mentor Application Form
- Provide thoughtful answers to questions on the application
- Submit an updated résumé (optional)
- Submit recommendations from **one** faculty and **one** personal source
- Participate in a peer-led interview (scheduled after you complete an application)
- Successfully passed a Learning Community Seminar or Cluster by Spring 2023
- Application will be available from March 20th to April 28th, 2023. Peer-led interviews will be held via Webex
- All hired ACE Mentors are expected to attend mandatory training the week before classes begin in the Fall 2023 semester.

FAST FACTS

- Starting rate \$15-\$17hr
- Work up to 18.5 hours a week
- Open to residents and international students
- Schedule Options include Day, Evening, Weekend & All Class modalities (remote, in- person, hybrid & web-based)