



FOCUS GA Job Description

The FOCUS program is a free, one-on-one mentoring program in which students with disabilities meet individually with a student mentor from Student Disability Services (ACCESS).

Responsibilities:

The GA is responsible for training 3 mentors.

Maintaining a student data base (via excel).

Scheduling mentees with mentors based on the availability of both.

Mentoring

Conduct weekly meetings with mentors.

Maintain professionalism and confidentiality at all times.

Seek out new training and mentor support information to contribute to current information.

Other duties as assigned.

Requirements include:

Strong work ethic

Strong organization skills

Proficient with Excel, word, email, scanning, Zoom, Teams

Experience working with others, preferably those with different abilities