

**Midwestern University**  
*Health Careers Institute for High School Students 2024*

**MWU Student Mentor Positions**



Thank you for applying to represent Midwestern as a mentor for high school students!

**Position Description (Volunteer or Work-Study):**

16 Midwestern students from any program that is not in class from June 17-29 are needed to serve as mentors for MWU's annual summer *Health Careers Institute for High School Students*. 64 local high school sophomores, juniors, and seniors will be chosen via application to attend this 8-day grant-funded program from June 20-29 (no class June 22-23).

For a sample program schedule and video, and to learn more about MWU mentors from 2023, go to: [www.midwestern.edu/AZHealthCareersInstitute](http://www.midwestern.edu/AZHealthCareersInstitute).

Mentor responsibilities may include the following, depending on each mentor's healthcare skills, teaching/mentoring experience, and other abilities:

- Supervise one group of 8 high school students for the entire program (with one other MWU co-mentor) – attendance, daily check-ins, small group activities, personal mentoring
- Attend ALL workshops for the program and support/ encourage your group; help them participate in each lab/activity from all of MWU's 24 programs
- Assist faculty in various workshops such as Anatomy, Ultrasound, Simulation, and program-specific labs
- Teach and lead activities & skills such as Vital Signs, OMM, Venipuncture, etc.
- Lead small and large group ice-breaker activities and games
- Teach basic anatomy review

Note: you do not have to teach anything specific if you do not have the training and skills yet. The only specific requirement is to help co-lead your small group of 8 kids and attend all the workshops.

**Position Requirements:**

1. Mentors must be available to work/volunteer from 8:00 AM to 4:00 PM each day during the weeks of June 17- 21 and June 24-28, plus Saturday June 29.
2. All potential MWU student mentors will be approved through their Dean's Office/Student Services.

3. Potential applicants should **sign up for an interview** and submit a recent resume to Karen Mattox, Assistant Director of Communications, by March 1 at [kmatto@midwestern.edu](mailto:kmatto@midwestern.edu). Sign up here: <https://docs.google.com/document/d/1eksdm2iUUqLxMvwfuHMsRmsQG6-EuLm-w-7zTevMYVk/edit?usp=sharing>
4. Teaching experience is preferred but not required. Must enjoy or have an interest in working with high school students.
5. **20-minute in-person mentor interviews** will take place on campus during the week of March 5-8, and selected mentors will be notified by March 15.
6. All selected mentors must attend the first **Mentor Training in-person meeting** on Friday, March 22, unless other arrangements are approved. Additional training and work hours will vary per person and can be virtual or in-person between April and July.
7. All mentors must be available to **assist with five to ten 20-minute phone interviews** between 8 AM-8 PM with high school applicants during the weeks of March 25, April 1, and April 8.
8. If pursuing this position as work-study, mentors must complete FWS 2024-2025 paperwork with the Financial Aid Office no later than May 1 in order to be paid for June. Please contact the FA Office as soon as you are selected at [azfws@midwestern.edu](mailto:azfws@midwestern.edu) to initiate the process and check on your individual status. You are not guaranteed FWS dollars unless you are approved! All work-study hours must be completed on campus.
9. NOTE: you are not eligible for this work-study position if you are scheduled for MWU classes during this time period.
10. This program may alternatively count toward AZCOM TOUCH or other community service volunteer hours. Please confirm with your Dean's Office.
11. Please remember this is a professional mentoring position and you will be a role model for high school students and their families, as well as interacting with MWU faculty and staff. Please dress, act, and speak accordingly.
12. All mentors must follow the MWU student code of conduct as written in the Student Handbook.

Please sign and turn in at your interview indicating you are aware of the requirements.

<b>Participant's Name</b>	
<b>Signature</b>	
<b>Date</b>	