



## SINTE GLESKA UNIVERSITY

### POSITION DESCRIPTION

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**POSITION:** Tutor/Mentor/Coord.

**DEPARTMENT:** IOT

**SUPERVISOR:** Director of Nursing

**CONTRACT:** 12 mo/Salary

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#### **JOB SUMMARY**

Establish tutoring and mentoring systems for Pre-Nursing; assign pre-nursing student to an experienced nurse mentor; provide training/support for mentors

#### **DUTIES & RESPONSIBILITIES:**

1. Recruit tutors and mentors at healthcare facilities in the area, tutor/mentor to student ratio – 1:3
2. Partner pre-nursing student with an experienced nurse mentor.
3. Explore and attend training opportunities for tutors/mentors (i.e., webinars, etc) and share and report back to the DON.
4. Support the mission of the university and the program; follow the policies and procedures of the program and the university.
5. Develop tools/instruments to assess the effectiveness of tutor/mentoring sessions.
6. Attend regular nursing staff meetings.
7. Provide quarterly progress reports to Director of Nursing.

#### **QUALIFICATIONS:**

Current, valid South Dakota practical nursing license

3 years of experience in LPN field

Responsible, dependable, friendly and must possess strong written and verbal communication skills

Pass a criminal background check