

# SMI Peer Mentor Program

## PEER LEADERS

### Job Description



#### **ELIGIBILITY REQUIREMENTS:**

- Affiliation: SMI Tier II Scholars OR NSF Noyce Undergraduate Scholars
- Academic Status: Good Academic Standing
- Responsible, reliable, and punctual
- Ability to meet competing deadlines

#### **GENERAL DESCRIPTION:**

- To mentor SMI peers through sharing of SMI pre-teaching experiences.
- To plan and conduct CSET workshops and individualize sessions to SMI students
- To develop and conduct STEM lessons in assigned STEM classrooms.

#### **ESSENTIAL JOB FUNCTIONS:**

- Represent the University in a professional manner, which includes appropriate attire.
- Knowledgeable about UCR's STEM majors, UCR programs, Student Service departments, the specify application process, and Student Life activities including STEM and TTSM clubs
- Coordinate scheduling to conduct peer-to-peer group/individual advising
- Create and conduct at least one workshop series each quarter, which includes at least 3 sequential test preparation workshop sessions for CSET Math Subtests I, II or CSET Science Subtests I, II
- Prepare and conduct weekly CSET office hours
- Conduct weekly field work in assigned classroom
- Mentor current and/or prospective SMI Student Mentees
  - Conduct monthly individual peer advising meetings at the SMI Resource Center.
  - Maintain proper documentation of mentoring activities.
- Other activities to promote professional growth, (highly recommended but not required)
  - Participate in on-and off-campus events that promote STEM programs, STEM majors, and STEM teaching careers. Activities may include:
    - Forums, workshops, outreach tabling for prospective students interested in STEM majors and possible presentations promoting STEM teaching or majors.
    - Coordinate visits to UCR, including opportunities to attend classes or field work assignments with you.
- Attend and facilitate in SMI Student Leadership meetings and trainings (advance notifications will be provided)
  - Manage committee team projects
  - Report to regular leadership meetings

#### **COMPENSATION**

Hourly Rate: \$18.00

Estimated Hours:

- Peer mentoring: 1 to 2 hours/week
- CSET workshops & office hours: 2 to 3 hours/week
- Student leadership meetings: 1 to 2 hours/week
- Field work:
  - 3 to 4 hours/week for SMI Tier II Scholars
  - 4 to 6 hours/week for NSF Noyce Undergraduate Scholars

Continuous field hours are expected. The only breakage of weekly hours should occur when the assigned school is closed for Spring Break, Winter Break, or holidays (not UCR closures)

In-class assistance: At least two times a week during the same class periods.

Intervention sessions: Before and/or after school

Collaboration with mentor teacher at school site: at least once a week

Preparation time: up to 1 hour/week independently (grading papers, lesson development, etc.)

#### **SCHOOL PLACEMENTS:**

Field experiences are conducted at sites determined by the SMI Program