

SMI Peer Mentor Program

PEER MENTORS Job Description



ELIGIBILITY REQUIREMENTS:

Affiliations:

- Current participation in SMI and/or approved UCR programs or SMI Tier III Scholarship Recipient

Career Readiness

- Attend at least 1 SMI workshops or seminars per quarter if applicable.
- Responsible, reliable, and punctual

Academic:

- 2.75 GPA or higher (cumulative)
- Good academic standing
- Demonstrate progress in a CNAS or BCOE major degree program
- Completion of EDUC 3 or equivalent
- Completion of or enrolled in EDUC 4 or equivalent
- Passed CBEST Exam

UCR Knowledge:

Experience in effective communication & interpersonal skills:

- Strong communication and interpersonal skills to effectively and enthusiastically mentor prospective students.
- Public speaking skills that will include presentations, policy and procedural explanations.
- Willingness to share personal pre-teaching experiences and pathways.

GENERAL DESCRIPTION:

To mentor SMI students in their career planning as science or mathematics secondary level school teachers. The SMI Peer Mentors will acquaint mentees in a general way with professional/academic/social/personal opportunities and resources available through SMI and on campus.

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
- Conduct peer-to-peer advising
 - Conduct monthly individual peer advising meetings at the SMI Resource Center.
 - Maintain proper documentation of mentoring activities.
- Conduct weekly field work in assigned classroom, if awarded a (unpaid) year-long apprenticeship
- Attend to assigned student committee projects

COMPENSATION:

Hourly Rate: \$16

Estimated Hours:

- Peer mentoring: 1 to 2 hours/week
- Student leadership meetings: 1 to 2 hours/week

MAJOR DUTIES:

1. Meet with SMI Peer Mentees to assist them regularly to meet or exceed their SMI Peer Mentee Contract requirements.
2. Establish and maintain good rapport and communication with SMI Peer Mentees and with other Peer Mentors
3. Maintain confidentiality and Code of Ethics