CNAS Scholars Peer Mentor Job Description

General Information

<table>
<thead>
<tr>
<th>Full/Part Time</th>
<th>Schedule</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time</td>
<td>Varies (4-8 hours/week)</td>
<td>$15.99/hour</td>
</tr>
</tbody>
</table>

Department Name          | Supervisor              | Department Head |
-------------------------|-------------------------|-----------------|
CNAS UAAC                | Jennifer Coplea/Jaron Paschke | Michelle Butler |

Recruitment Criteria

- Completed one full year of CNAS Scholars Learning Community
- Will be a junior or senior in Fall 2021 (sophomore as necessary)
- Ability to commit to one academic year (Fall, Winter, Spring quarters)
- Work a minimum of 4-8 hours per week each quarter
- Minimum cumulative GPA 3.0, must be maintained during the entire year
- Participate in training and weekly meetings
- Strong interpersonal and communication skills

Preferred Qualities

- Demonstrate ability as a team player: involvement in both on and off campus activities (i.e. leadership, research, service, employment)
- Ability to multitask while being self-motivated
- Strong public speaking skills
- Willing to provide support to students

Mentor Responsibilities

- Serve as a paid employee for the 2021-22 academic year
- Serve as a resource to current students in the Freshman Scholars Learning Communities, caseload of 25-30 mentees will be assigned
- Notify CNAS Scholars Coordinators of student concerns (i.e. health, behavior, emotional)
- Promote diversity and university policies and procedures
- Attend weekly meetings with advisor/coordinator for NASC093 prep in the fall
- Attend and facilitate two discussions on college transition and academic success topics in the NASC093 courses during fall quarter with an advisor/Coordinator
- Participate in CNAS Scholars Spring 2021 and Fall 2021 training and events:
  - Workshops during fall, winter, and spring quarters
  - Discover Day and Highlander Day
  - Highlander Orientations
  - Advising center tabling
- Assist in 1-3 hours of tabling/workshops biweekly
- Complete quarterly self-evaluations

Benefits

- Peer mentors will be able to:
  - Develop leadership skills
  - Assist in guiding freshmen through the transition to college
  - Build relationships with fellow peers and mentees
  - Further their professional development