Position Description: The responsibilities of the First-Year Experience Peer Mentor center around providing academic mentoring primarily for new students through individual meetings and programs in the residence halls, and the daily running of the Academic Advising Centers to support students’ academic success and development.

The First-Year Experience (FYE) Peer mentor is a “Casual/Restricted,” part time staff member appointment within Student Housing and Dining Services and serves as a resource person to both professional and student staff so as to meet the goals of the First-Year Experience and Residence Hall Advising Team (RHAT) programs.

Learning Outcomes: Students in this position will…
- Apply strategies for **self-management** such as prioritization, initiative and timeliness.
- Learn and utilize **communication** skills, such as, active listening, coaching questions, group facilitation, and public speaking.
- Illustrate critical thinking and **problem solving** skills while working one on one with mentees and in the Academic Centers.
- Demonstrate an understanding of **diversity and inclusion** and apply to mentee interactions.
- Learn **resourcefulness** and differentiate campus resources to provide mentees with appropriate referrals.
- Practice **event/program planning** and presentation skills.
- Collaborate with other members of the FYE team to create projects which support student’s transition to a large research institution.

Position Responsibilities

**General Responsibilities**
- Provides academic mentoring for undergraduate first-year and transfer students through one on one meetings.
- Assists students by making appropriate referrals to College Dean’s offices and other campus departments, in a timely manner.
- Hosts evening RHAT academic programs in the residence halls.
- Creates and presents academically focused programs in the residence halls.
- Participates in one of the specialized FYE teams to develop materials and programs.
- Role models appreciation of differences while fostering an inclusive environment and actively supports the UC Davis Principles of Community.
- Assists with assessing and evaluating RHAT programs, FYE programs, and training.
- Serves as an academic role model for other staff and residents.
- Knows, enforces and follows University & Housing policies and State law.
- Establishes and maintains credibility within the residence halls and behaves in accordance with Student Housing and Dining Services values and expectations.
- Manages and maintains privacy of confidential participant information in accordance with FERPA regulations.

**Administrative**
- Participates in regular (weekly) Peer Mentor staff meetings and development activities.
- Participates in quarterly FYE training activities and meetings.
- Staffs check-in shifts in the Academic Advising Centers: answering phones, checks in residents and tutors, creates bulletin boards, and ensures a clean and safe study environment.
- Collaborates and communicates on a consistent basis with the FYE Advising Coordinators and FYE Peer Coordinators regarding program implementation, administrative, and other assigned duties and responsibilities.
- Meets regularly with FYE Peer Coordinators and FYE Advising Coordinators to discuss advising center concerns, share information, and receive feedback.
- Establishes relationships with Residential Education Office (REO) Coordinators and other Student Housing and Dining Services staff to ensure best service to residents.
• Offers input to the Office of Student Development staffs regarding resident services and issues.
• Represents the FYE Peer Mentoring program and Student Housing and Dining Services at various campus events (resource fairs, meetings, etc.).

Additional Responsibilities
• Assumes other projects and responsibilities as assigned by the NSAS or Office of Student Development staffs.

Minimum Qualifications
• Earn a passing grade in Peer Mentor training course: EDU 198.
• Earn 90% on all practicals (graded mock mentee meetings) required in EDU 198.
• Full-time preferred, (minimum 6 units/quarter) undergraduate student with preferred GPA of 2.8 cumulative and 2.5 quarterly with the university during the time of application and at the end of the Spring quarter preceding employment. Good academic standing must be maintained for the entire period of employment.
• Good discipline standing with the University, Student Housing and Student Judicial Affairs. Any future violations may result in withdrawal of offer and/or termination of employment.
• At the time of application, applicant must be eligible to work in the United States for the duration of the Terms of Employment.
• Preferred completion of 44.99 units (second-year status) by Fall 2019.
• Must exhibit strong communication skills, facilitation and presentation skills, and role modeling behaviors.
• The position requires the ability to lift up to 40 pounds, bend, stoop, climb stairs and apply proper body mechanics when working.
• With reasonable accommodation, applicants must be physically able to attend programs in the residence halls and the Academic Advising Centers in all three Housing areas.
• Continued employment throughout the school year is contingent upon satisfactory job assessments by supervisor and can be reviewed at any time should circumstances warrant.

Appointment Details

Time Commitment

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Hours</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019 quarter</td>
<td>Wednesdays</td>
<td>8-9:50am</td>
<td>EDU 198: Peer Mentor training course</td>
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<tr>
<td>Mid-September 2019 (exact dates TBA)</td>
<td>TBA</td>
<td>TBA Estimated 16 hours total</td>
<td>Participating in FYE Peer Mentor training</td>
</tr>
<tr>
<td>September 23/24, 2019</td>
<td>M/T</td>
<td>8am-10pm Estimated 10 hours total</td>
<td>Fall Welcome Week events</td>
</tr>
<tr>
<td>September 25, 2019-June 11, 2020</td>
<td>M-Sun</td>
<td>Average 12-15hrs/week between 8am-10pm. Must provide reasonable availability during these hours including some evening hours</td>
<td>Academic year Peer Mentor duties.</td>
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</tbody>
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• Due to conflicting schedules, FYE Peer Mentors are not approved to be Residential Education staff members (RA/ARD/CA)

Remuneration
• **Expected Pay rate: $12.25/hour** (Subject to change) Expected hours are averaged to be 12 - 15 hours per week, averaged over the course of 33 weeks. Hours may be increased during fall training and fall welcome week (before classes begin).
**Policy**

- The position is issued an access card to the residence halls. All safety and security measures and precautions must be taken while in possession of the card. Lost or misplaced access cards must be reported immediately to supervisors. Any misuse, abuse, or inappropriate usage of the card will lead to being released from the position.

- UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at [http://breathefree.ucdavis.edu/index.html](http://breathefree.ucdavis.edu/index.html)

- All Office of Student Development members have a “Duty to Report” all crimes and/or violations of policy that occur in and around all Student Housing and Dining Services managed/operated space. Confronts students who impose upon community standards and/or violate Student Housing and Dining Services and/or University policies, referring students to the Policy & Conduct Office in Student Housing and Dining Services as necessary.

**This position is a critical position and subject to background check. Employment is contingent upon successful completion of a background investigation including criminal history and identity check. If you already have a successfully completed background check on file then you will not need to complete another.**

Name (signature) ___________________________________________ Date ____________________

Name (please print) ___________________________________________