Peer Mentor / UCS160 EA Job Description

Talent Development 2021
University of Rhode Island

Position runs from August 2 - December 13, 2021
Number of Positions: 14

Talent Development (TD) is hiring for a combination position: UCS160 Education Assistant and TD Peer Mentor. The 2021 Summer Success Program will run from August 1 through September 3, 2021. As part of our new model, we hope to pair our incoming TD Scholars with a Peer Mentor to guide them throughout the Summer and into the Fall semester. The Peer Mentor will act as a UCS 160 Undergraduate Education Assistant (EA) during weeks 1-2 of the summer, then transition into a Peer Mentor role for weeks 3-5 of the summer program. The mentor will then be enrolled in CSV 302 (3-credit course) for the Fall 2021 semester during which they will work with other Peer Mentors to introduce our incoming TD Scholars to URI, making connections to the community and their educational goals while acting as an important resource for their mentees.

UCS 160 Undergraduate Education Assistant Responsibilities:
The AEC Undergraduate Education Assistant (EA) provides support to the instructor and students in the UCS 160: Success in Higher Education course. The Undergraduate Teaching assistant helps students to effectively apply planning, time management and study strategies introduced through the course to their own academic work. Additional responsibilities include providing administrative support as needed for the 160 course and assisting with online learning resources development.

Essential Duties and Responsibilities:
● Attend and actively participate in UCS 160 class meetings
● Facilitate small and large group student discussions in classroom settings
● Assess and evaluate course homework assignments and provide feedback to students
● Maintain records of homework evaluations and 1-1 consultations
● Conduct 1-1 consultations with students to discuss strategies for studying, planning and managing time, and addressing common academic challenges
● Identify students’ academic challenges and needs through questioning and dialogue
● Provide students with multiple strategies for addressing academic needs
● Connect students to other campus resources as needed
● Participate in pre-service and ongoing training activities as assigned
● Assist course instructor with course administration, including planning, recording attendance, and class activities
● Take on new responsibilities as required

Talent Development Peer Mentor Responsibilities:
The Talent Development Peer Mentor assists TD Scholars transition to the college environment and navigate the academic and social aspects of college life. The TD Peer Mentor supports TD Scholars by helping to develop self-advocacy skills and providing opportunities for academic and social networking. As a TD Peer Mentor, you will develop as both an individual and a leader by demonstrating and reinforcing the TD Values and URI Cornerstones.
Essential Duties and Responsibilities:

- Maintain relationships with assigned groups of incoming/first-year TD Scholars by engaging in check-ins, one-on-one meetings, small group meetings, and group advising sessions, both virtual and in-person.
- Actively participate in CSV 302 class meetings and all assignments during the Fall semester (will be graded).
- Working closely with the CSV 302 Instructor, a TD Advisor, and other Peer Mentors, you will hold an influential role in helping your group of 30 to 40 first-year TD Scholars in their transition to college. You will create an effective partnership with your advisor so that you become a powerful resource team for the scholars. Working together, you will facilitate lessons with the following objectives in mind:
  ○ Promote and be an advocate for diversity
  ○ Reinforce academic and learning strategies as a follow up to UCS 160
  ○ Improving personal responsibility
  ○ Academic and career planning
  ○ Promoting campus involvement and civic engagement
  ○ Utilizing campus resources

Requirements of Applicants

- Demonstrates understanding of diversity, equity, and inclusive teaching practices
- Exhibits and encourages growth mindset
- Demonstrates strong organizational skills
- Models effective academic behaviors and mindsets
- Demonstrates solution-oriented thinking
- Exhibits a leadership perspective, strong interpersonal skills, effective time management, creativity, self-motivation, and a strong work ethic
- Good academic standing (minimum cumulative GPA 2.5)
- Good disciplinary standing (to be verified with the Office of Student Life)
- Full-time undergraduate student at URI (12+ credits)
- A dedication to helping first-year TD Scholars adjust to college

Summer Schedule and Compensation:
The TD Summer Success Program runs from August 1 through September 3, 2021. As a Peer Mentor/UCS 160 EA, you will be responsible for attending a training session and working approximately 60 hours over the course of 5 weeks, guiding incoming TD Scholars through their UCS 160 course and helping them prepare for the academic year (see below for breakdown of hours).

Mandatory Training (tentative dates):
July 13-14, 2021 OR July 20-21 (dates will be determined by the team hired)

UCS 160 EA Hours:
Monday, 8/2 - Friday 8/6: 20 hours
Monday, 8/9 - Friday 8/13: 20 hours

Peer Mentor Hours:
Monday, 8/14 - Friday 8/20: 6 hours
Monday, 8/16 - Friday 8/27: 6 hours
Monday, 8/30 - Friday 9/3: 6 hours

Summer Compensation (8/2-9/3): $11/hour
Fall Schedule and Compensation:
You will be enrolled in a section of CSV302 during the Fall 2021 semester. In this graded, 3-credit course, you will be guided through the development of learning activities to be presented to your group of first-year TD Scholars. These activities will help ease the transition from high school to college and build community within TD Nation at URI. You will be responsible for attending and participating in the CSV302 course (2 hours per week, day and time TBD) and leading monthly group advising sessions during the Fall semester (hours may vary), for a total of approximately 5 hours per week of class time, coursework, and advising sessions.

To apply, please submit an online application, resume, cover letter, and copy of your unofficial transcript by Friday, May 28.

Any questions about TD Peer Mentor positions, please contact Michele Martel, Assistant Director, Talent Development at mmartel@uri.edu.

If the applicant pool is insufficient, the deadline will be extended.