

University Studies Program

GENERAL EDUCATION FOR THE 21st CENTURY

University Studies Program Peer Mentor Job Description

Peer mentors are a vital part of Quest I courses in the new University Studies Program (USP) at UW Oshkosh, providing a crucial link between the classroom, the campus, and the community. Each incoming first-year student will have a Quest I course in their first semester that will employ a trained peer mentor. For mentors, these courses will be an excellent opportunity to make a difference to students new to college life and to our campus.

Peer mentors receive a stipend they earn through attending training sessions and serving as a mentor in the classroom. Typically, peer mentors will attend training sessions the semester before they begin their work in the classroom. These training sessions will be both on- and off-campus, and mentors are expected to attend them all. During the semester, peer mentors can expect to work approximately 3-5 hours per week (no work will be expected during the final week of the semester). The stipend is \$500.

Responsibilities:

Attend all training sessions prior to the start of your Quest I course commitment (for a list of dates and locations of the training sessions, visit the USP Peer Mentor website www.uwosh.edu/usp [more info coming soon!]).

Contact the professor teaching the Quest I course to which you have been assigned; arrange a meeting with him or her to discuss expectations and the overall plan of the course.

Contact all students in your Quest I course to introduce yourself, provide contact information, and welcome them to the University.

Attend your Quest I course at least once per week, in consultation with the instructor.

Create and maintain a Facebook group page for your Quest I students.

Meet with students, either individually or in small groups, at least once per semester.

Attend at least two campus or community events (included on the professor's syllabus) with your Quest I students.

Suggest, organize, and attend other events for your students as appropriate.

Provide information about campus resources to Quest I students as necessary and connect students to those resources (e.g., Early Alert, MAP-Works, ePortfolio).

Answer emails from students in your Quest I course promptly and professionally.

Participate in additional training sessions during the semester as necessary.

Meet with the professor of your Quest I course to discuss progress and problems.

Meet with USP Quest I staff monthly to discuss progress and problems.

Peer mentor candidates must:

- ...be students in good standing at UW Oshkosh with a clear disciplinary record;
- ...be at least in their third semester at the University;
- ...provide a letter of support from a faculty or staff member;
- ...have excellent interpersonal skills;
- ...be comfortable working with students, faculty, and staff members;
- ...have some previous involvement with the campus or community;
- ...be self-motivated; and
- ...be willing to work as part of a larger team devoted to helping first-year students succeed.

Peer mentors can expect:

- ...to be an integral part of the first-year experience for a group of students.
- ...to gain valuable leadership experience.
- ...to build a solid network of faculty and staff members to rely on in the future.
- ...to use their skills to benefit others in countless ways.
- ...to learn a lot about the campus, community, and themselves.

Interested? Contact usp@uwosh.edu for more information, or visit www.uwosh.edu/usp to apply!