Wright State University’s First-Year Seminar Fall 2017

First-Year Seminar Peer Mentor Job Description

Job Description
Peer Mentors are important paraprofessional staff members of Wright State University who assist faculty or staff instructors in UVC 1010: First-Year Seminar I or similar courses for new students as part of the First-Year Seminar (FYS) Program. Peer Mentors are students who serve as role models, sources of information for new students, and representatives of WSU. This position enables students to develop valuable skills in communication, leadership, organization, and creativity. The compensation for this position is $10.01 per hour, and students can expect to earn about $750 for their assistance and related duties during fall term.

We expect to hire about 60 well-qualified students to serve as First-Year Seminar Peer Mentors in the fall. Training, resources, supervision, and mentoring will be provided. All Peer Mentors will be assigned to work with faculty or staff on instructional teams, with the support of First-Year Programs staff.

Preferred Qualifications
1) Have a cumulative GPA of 2.7 or higher after Fall Semester 2016. (Strongly preferred: 3.0 + cum. GPA)
2) Have earned at least 24 Semester hours of undergraduate credit after Spring Semester 2017.
3) Have been a WSU student for at least two terms (Preferred: three semesters).
4) Be in good standing with the Office of Residence Life & Housing and the Office of Community Standards & Student Conduct. A Peer Mentor job offer is contingent on the return of a clean background check.
5) Demonstrate an ability to relate to people from diverse backgrounds.
6) Have a real interest in assisting new students with their adjustment to college.
7) Demonstrate skills in communication, leadership, and organization --especially facilitating discussions (Preferred: prior experience in working with university groups/clubs, or teaching, coaching, or serving as an Orientation Leader).
8) Have a thorough knowledge or demonstrated desire to learn about Wright State University.

Specific Duties
1) Arrive for each required training session, staff meeting, and class on time and actively participate.
2) Regularly meet with the faculty or staff leader of your instructional team throughout the term. The day, time, duration, and format of this meeting will be determined by the leader of the instructional team.
3) Assist your assigned faculty or staff member in planning the course as requested.
4) Assist your faculty or staff instructor in one section of First-Year Seminar which meets once a week.
5) Plan and lead special events for your class as appropriate and in consultation with the CFYP and your assigned faculty or staff member. This will include attending at least seven out-of-class events (Co-Curricular events).
6) Grade student journals, quizzes, homework assignments, and exams, as requested by your assigned faculty or staff member.
7) Keep accurate records of student attendance and assignments, as requested by your assigned faculty or staff member.
8) Complete and submit online Student Employment timecards on time.
9) Check your WSU email daily during the week and your Pilot Homepage weekly during the fall term.
10) Participate in an end-of-term evaluation of the Peer Mentor program with the CFYP.

Trainings, Meetings, and Class Time
Participate in Peer Mentor Training Sessions:
Session I: 1:00 pm - 5:00 pm, Friday, May 12 -- Required of All Peer Mentors
Session II: 1:00 pm - 5:00 pm, Friday, June 16 -- Required of All Peer Mentors
Session III: 1:00 pm – 5:00 pm. Friday July 21 – Required of All Peer Mentors
Online Check-ins: Submitted no later than the third Friday after each training -- Required of All Peer Mentors
Wrap up: 10:15 am - 12:15 pm, Monday, Dec. 11 -- Required of All Peer Mentors

Meetings:
Attend and actively participate in a 30-minute, scheduled Peer Mentor Supervision Seminar & Staff Meeting weekly during fall term with a First-Year Programs staff member and a Senior Peer Mentor. Days and times for the weekly meeting will be determined during summer training sessions.

Class Time:
Assist in one section of First-Year Seminar, which meets once a week. This includes assisting your faculty or staff instructor as they lead specific activities and discussions on various college success and adjustment topics, including diversity education, time management, connecting with a major, campus resources, and academic success skills.

Compensation
Peer Mentors will be paid $10.01 per hour for 3 - 5 hours per week:
-- one hour for assisting in the First-Year Seminar class once a week,
-- one half-hour for attending the Peer Mentor Supervision Seminar & Staff Meeting, and
-- up to but no more than three and one half-hours for out-of-class preparation, grading, leading co-curricular activities with the class, and completing all other class duties as specified by your instructor. This limit of five hours paid per week can only be exceeded with prior approval from the CFYP.
Therefore, most weeks a Peer Mentor would be paid for less than 5 hours of work. Peer Mentors will also be paid for training during the summer.

First-Year Seminar Peer Mentors agree to uphold the duties and responsibilities as outlined above. They understand that their section must achieve minimum enrollment (12 students) by early August, or it may be cancelled and their position terminated immediately. A First-Year Seminar Peer Mentor’s position may also be terminated for failure to fulfill the duties herein, as well as any failure to comply with WSU Student Employment rules, including minimum credit hour enrollment required as an undergraduate or graduate student.
The First-Year Seminar Peer Mentor Application Process
First, pick up a First-Year Seminar Peer Mentor Application Form in 126 Student Success Center.
Complete the form and write your statement.

Your statement is an indication of your skill in written communication.
Minimum length: 700 words -- typed, double-spaced, grammar and spell-checked. It should include the following:

1. Reasons for seeking the Peer Mentor position
2. Experiences working with people, especially any leadership/teaching/coaching experiences
3. Involvement with campus life & student activities
4. Personal qualities that will help you be an effective Peer Mentor

The application form will ask you to provide the names and phone numbers of two references, at least one of whom is a WSU faculty or staff member.

For first consideration, submit your completed application form and 700-word statement of interest to Kim Stephens, First-Year Programs, University College, 126 Student Success Center, by February 6, 2017. Late applications may be accepted if it appears that not all positions can be filled from the initial pool of candidates.

Well-qualified applicants will be invited to interview, beginning in January. The hiring decisions will take place in mid-March. First-Year Seminar Peer Mentors must complete paper work required by Student Employment before Peer Mentor training.

Returning First-Year Seminar Peer Mentors from Fall 2016 who wish to mentor again are expected to re-apply for Fall 2017 positions. Fill out the application form; however, instead of a statement of interest, substitute a 300-word statement about your experiences assisting in a First-Year Seminar last fall and outline three changes you might make for next fall along with your reasons.

Please e-mail questions to kim.stephens@wright.edu.

Thank you for your interest!