



Spartan Mentorship for Academic Resilience and Transition SMART

Peer Mentor Job Description

The Academic Achievement Center supports the needs of students as they persist towards an undergraduate or graduate degree and develop into life-long learners.

Complementing the efforts of the teaching faculty, students are served through a personalized and structured approach that includes tutoring, supplemental instruction, academic skill development, and outreach workshops on learning skills. The Academic Achievement Center partners with faculty, staff, and administrators in upholding the mission, standards, and requirements of the University.

We offer a diverse environment that is respectful, nurturing, and challenging for all students and staff. While supporting our students' development, this position is also intended to provide an invaluable educational component to the Peer Mentor as well. Peer Mentors in this position strengthen their communication strategies (individual, small-group, in-person and online) and develop an in-depth understanding of academic and resilience strategies.

Position

The AAC includes professional staff, graduate assistants, and undergraduate students who work collaboratively to accomplish division and office goals. In this position, the Peer Mentor will be supervised by Chris Dizon and the AAC Graduate Assistants.

The AAC SMART program helps students gain competence and confidence in academic and resilience skills through small-group sessions led by SMART Peer Mentors. The role of the Peer Mentor is to conduct weekly small-group sessions that focus on their designated topics. Applicants do not have to be content experts. **Paid training is provided on the job.** The AAC is looking to fill positions in the following areas:

1. Motivation & Concentration
2. Time Management & Overcoming Procrastination
3. Textbook Reading & Note Taking
4. Active Studying & Test Preparation

All Peer Mentors are required to complete 7 hours of beginning-of-semester training. The first 3 hours will take place Sunday, August 14th from 9:00 am to 12:00 pm, the next 3 hours will take place during the first week of classes (scheduled according to availability), and the last hour will be done asynchronously online. For the rest of the semester, Peer Mentors are required to attend weekly 1-hour training (scheduled according to availability).



A typical week consists of facilitating academic skills sessions, completing session records, and attending skills content training.

The responsibilities of a Peer Mentor are:

- Participate in beginning-of-semester paid training to learn office procedures, session development strategies, and facilitation techniques
 - Scheduled according to availability
 - Some training done asynchronously
- Facilitate academic skills sessions
- Attend weekly training on skills content
- Manage appointment calendar on TracCloud
- Submit session records following every student interaction
- Regularly communicate with supervisor via email and/or meetings
- Accept and implement suggestions from the AAC Staff
- Focus on helping students develop and build their academic skills
- Refer students to campus resources, as needed, to help them adjust and excel academically and personally;
- Other duties as assigned

Time Commitments include:

- A minimum of 7 hours and maximum of 10 hours per week
 - 6-9 hours of session facilitation per week
 - Peer Mentors may hold sessions between 8:00 am to 8:00 pm, any day of the week
 - 1 hour of training per week

Pay Rate:

- Peer Mentors are paid \$13 per hour

Minimum Qualifications:

A Peer Mentor candidate should be in good academic standing with the university, be able to commit at least 7 hours of work per week, and provide one faculty recommendation attesting to strong academic performance.

Equal Opportunity Employer:

UNCG is committed to equal opportunity in education and employment for all persons and will not tolerate any discrimination against or harassment of persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age.