

University Studies Program

General Education, done better

Peer Mentor Job Description

Peer Mentors are a vital part of Quest I courses in the 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 by attending a mandatory training session and serving as a mentor in the classroom. Typically, Peer Mentors will attend a training session the semester before they begin their work in the classroom. This training session will be on campus, and mentors are required to attend. During the semester, peer mentors can expect to work approximately 3-5 hours per week. The stipend is \$500.

Responsibilities:

Attend the training session prior to the start of your Quest I course commitment. Training date will be posted in advance.

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, Academic Advising, involvement outside the classroom,).

Answer emails from all those associated with USP and Quest I promptly and professionally, including students, faculty and staff.

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 as requested 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 graypatt@uwosh.edu for more information, or visit www.uwosh.edu/usp to apply!