

## **Job Description**

### **Design Exchange Peer Mentor – Nonresidential**

#### **Required Job Functions:**

- Be available Fall 2020 and Spring 2021
- Participate in Peer Mentor Training.
- Spend up to 8 hours each week engaged in Design Exchange Activities
  - 1 hour weekly coordinating meetings
  - 1 hour weekly class
    - DSN S 110/111 Tuesday 6:00 - 7:30 PM
  - 2 hours weekly scheduled time in Friley or Linden studio
  - 4 hours in preparation, e-mail, Canvas grading, student meetings, training, portfolio development sessions, and interacting with students in the halls or in programmed opportunities
- Assist students to transition from high school to college-level academic expectations, responsibilities and social life.
- Collaborate with residential staff to provide a seamless environment.
- Assist Coordinator in preparing syllabus, class activities, field trip, community building activities, and other duties as assigned.
- Intercede, as a concerned student and staff member, when there is a violation of rules of the Department of Residence or University.
- As needs arise, advise and refer students to appropriate university resources.
- Make personal contact with each of your assigned students at least once every week. Be able to talk about how they are doing personally and in class. Keep track of your interactions through notes or a journal.
- Update Coordinator if concerns arise about a particular student and be willing to follow up personally with students as needed if concerns are brought forward by others.
- Maintain a minimum 2.8 cumulative GPA.

#### **Compensation:**

The nonresidential Peer Mentor will be compensated no more than \$1,200.00 each semester via semimonthly direct deposits, (\$10/hour x 8 hours x 15 weeks/semester). Track hours in Workday and submit weekly hours each week by Monday at 8 AM of the following week.