

## **Job Description**

### **Design Collaborative Peer Mentor – Fall 2021/Spring 2022**

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

- Participate in Peer Mentor Training.
- Spend up to 8 hours each week engaged in Design Collaborative Activities
  - 1 hour weekly coordinating meetings
  - 1 hour weekly class
    - Assigned to DSN S 115 Wednesday or Friday 8-8:50 AM
  - 6 hours in preparation, e-mail, Canvas grading, student meetings, field trips, community building activities, portfolio development sessions, and training
- Assist students to transition from high school to college-level academic expectations, responsibilities and social life.
- Assist Coordinator in preparing syllabus, class activities, community building activities, and other duties as assigned.
- As needs arise, advise and refer students to appropriate university resources.
- Make contact with each of your assigned students at least once every week. 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 Design Collaborative Peer Mentor will be compensated no more than \$800.00 each semester via semimonthly direct deposits, (\$10/hour x 8 hours x 10 weeks/semester). Track hours in Workday and submit weekly hours each week by Monday at 8 AM of the following week.