

# COE Women in Engineering Community Resident Peer Mentor Position Description

## Job Summary:

The Resident Peer Mentor (RPM) is employed by the College of Engineering to live with and support first-year students in the Women in Engineering (WiE) Community. In addition to being both a student and an academic role model, the RPM guides and supports students as they transition to college life. The RPM is not a Resident Assistant (RA), but supports the policies and philosophies of the university and those of Housing and has the opportunity to collaborate with the RA. The primary roles and responsibilities are outlined below. The RPM is supervised by a Faculty Advisor in collaboration with the Assistant Dean for Academic Programs.

## Peer Mentor Qualifications upon Employment Appointment:

- 1) Be enrolled as a full-time student in good judicial standing with a minimum 2.70 cumulative GPA.
- 2) Major in Computer Science, Data Science, Engineering, or Physics.
- 3) Knowledge of the College of Engineering as well as campus, academic, and support resources.
- 4) Strong interpersonal and communication skills; self-motivated; the ability to work successfully in a collaborative, team setting; and a commitment to support community inclusion and diversity.
- 5) Reside on the WiE community floor in Spruce Hall.

## Appointment Period:

The position is an academic year student employment appointment with an agreement of consecutive Fall and Spring semesters, including training beginning approximately two weeks prior to the start of the fall semester. The peer mentor is not expected to work during the winter and spring break period. Since the appointment is within the first-year area, the peer mentor is not allowed to have alcohol in the building regardless of their age.

## Primary Duties and Responsibilities:

### Community Building & Resources

- Establish a sense of community for residents.
- Promote the community as a safe atmosphere through educational and social means that challenge and support the personal development of each resident.
- Spend time throughout the week getting to know the residents. Meet individually with residents as needed.
- Familiarize residents with university resources and make referrals as needed.

### Programming & Services

- Facilitate academic, social, and career related initiatives within the community by planning and implementing a minimum of two activities per month.
- Maintain in-person office hours to address resident questions and concerns.
- Communicate weekly with residents to provide information on upcoming activities and important academic dates/events/resources (electronic and/or hard copy).
- Assist residents in organizing study groups and promote existing tutoring and academic services.
- Maintain a social media presence for the WiE community through Instagram.

### Administrative

- Regularly and actively participate in staff meetings with the Faculty Advisor and Assistant Dean.
- Participate in training and development opportunities as needed.
- Record observations from student meetings/activities/interactions. Assist in the assessment of the community each semester.

## Job Compensation:

This is an hourly wage position averaging 5 - 10 hours per week. Hours per week vary based on event programming and needs of the community and are determined by the RPM. Compensation is \$16.00/hr. The peer mentor will also receive a \$3,000 scholarship each semester and will have opportunities to network with faculty and staff from across the university.

*Please note the scholarship is considered a financial resource and candidates selected as peer mentors may have an adjustment made to their aid. We encourage you to consult with Financial Aid about the impact of taking the position on their financial aid package. Financial status is not considered as a factor in selecting peer mentors. In the event that a candidate's financial aid package is adjusted by Financial Aid, please know that COE will not be able to provide the student with compensatory funds.*