Fall 2023 – Peer Mentor
Position Description

Job Requirements/Qualifications

- At least a 2.5 GPA and clear conduct record at UT
- Attend Peer Mentor training April 17th-21st from 4:30-7:00 PM
- Positive attitude and desire to support new incoming students
- Strong oral and written communication skills, including attention to detail, effective email communication, and group presentation/facilitation skills
- Ability to work independently as well as with peer mentor coordinators, instructors, other peer mentors, and the UT community

Responsibilities and Tasks

- Engage in a FYS 101 or TRNS 201 course during the Fall 2023 semester
  - Taking class attendance
  - Leading icebreaker activities
  - Facilitating group discussions
  - Assist professor with creating class powerpoints/presentations
  - Share personal experiences as it relates to course topics regarding life at UT
- Attend monthly “huddle meetings” with a Peer Mentor Coordinator and other Peer Mentors
- Participate in “huddle” GroupMe or other team messaging system
- Facilitate scheduled 1:1s with FYS 101 or TRNS 201 students
- Work closely with peer mentor coordinators, instructors, and other FYP staff to develop and maintain program policies and procedures
- Regularly check Canvas, GroupMe, and email for First-Year Programs related communication
- Be on time and present at all required First-Year Programs events, programs and meetings
- Supervise and act as a positive role model for FYS students
Peer Mentor Hours

• Weekly FYS 101 or TRNS 201 course (1 hour)
  o Peer Mentors will need to attend their assigned FYS course
  o Prepare and facilitate weekly Life @ UT conversations (topics to be assigned)
• Weekly FYS Class Prep (1 hour)
  o Peer Mentors will work on class activities or other tasks given by the instructor
• Monthly “Huddle” Team Meeting (1 hour)
  o Peer Mentor Coordinators will lead meetings to provide important
    information, answer questions, and facilitate team activities
• Bi-weekly 1:1 with Instructor (30 minutes)
  o Peer Mentors will meet with their assigned instructor
• 1:1 meeting with students (30 minutes each)
  o Students will meet with each FYS student in their assigned class once
    throughout the semester
• Monthly 1:1 with PMC (30 minutes)
  o Peer Mentors will meet with their Peer Mentor Coordinator to discuss their
    course
• Additional social events as needed

Peer Mentor Training

Dates will be April 17-21 from 4:30-7:00 PM. All Peer Mentors must be in attendance during all sessions.

Additional training will take place in August prior to the start of the semester. More details to be shared later in the semester. PMs will be paid hourly for training.

Compensation: $11/hourly

• Peer Mentors will receive $11 an hour for ALL hours worked
• Hours can vary from week to week
  o PMs will work a minimum of 2 hours each week
• PMs are paid bi-weekly
Accountability & Communication w/ FYP

Failure to abide by the responsibilities and expectations listed in this position description could result in removal from the PM role.

Staff Contact Information:
Adam White, Director – awhit140@utk.edu
VACANT, Assistant Director
Paola Gomez, Graduate Assistant – pgomez1@vols.utk.edu
Katie Kuka, Graduate Assistant – kkuka@vols.utk.edu