



2024 Peer Mentor Position Description

Position Summary

A Peer Mentor (PM) serves as a resource for new Volunteers during their first year at UT both in and out of the classroom. PMs are paid undergraduate student leaders who co-facilitate the FYS 101 and TRNS 201 course with a professional staff member during the fall and/or spring semesters. PMs will also support Big Orange Welcome initiative during the first 6-weeks of each semester.

Position Roles

FYS 101/TRNS 201 Facilitation

- Attend & actively participate in weekly PM trainings during the Spring 2024 semester
- Engage in a FYS 101 or TRNS 201 course during the Fall 2024 semester
 - Take class attendance
 - Lead icebreaker activities
 - Facilitate group discussions
 - Share personal experiences as it relates to course topics regarding life at UT
- Attend monthly small group meetings in Fall 2024 with a Team Leader and other Peer Mentors
- Participate in small group GroupMe or other team messaging system
- Facilitate scheduled 1:1s with FYS 101 or TRNS 201 students
- Work closely with Team Leaders, 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

Big Orange Welcome Support

- Assist with large-scale events including Torch Night & New Vol Fest
- Guide students through Academic Success Tours and Presentations
- Facilitate group activities & events for new Vols such as Bingo, Trivia, Arts & Crafts, etc.
- Serve as a mentor & role model to incoming students by displaying responsibility & maturity
- Familiarize new students & families/guests with campus services & activities
- Provide extraordinary customer service to all participants of Big Orange Welcome.
- Work up to 10-20 hours during the first week of Big Orange Welcome.
- Work up to 5 hours per week during weeks 2-6 of Big Orange Welcome.

General Responsibilities

- Demonstrate the ability to be reliable, responsible, helpful, & flexible
- Demonstrate the ability to work & communicate effectively with a diverse group of people
- Show respect for others, & a willingness to appreciate other's views
- Participate in small group GroupMe or other team message system
- Work closely with team leaders, 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

Time Commitment and Availability

Fall 2023

Welcome Reception | December 7, 2023 | 4 PM



Spring 2024

Weekly Trainings | Wednesdays, 3:30-5:30 PM | January 24- May1

August 2024

Peer Mentor Retreat | August 12, 2024

Big Orange Welcome | August 12- September 27, 2024

Fall 2024

FYS 101/TRNS 201 | August- December 2024

Qualifications

To be considered for the Peer Mentor position, each candidate must:

- Maintain a 2.5 cumulative GPA. GPA will be verified during the application process & throughout the PM term.
- Be in good academic standing with the University of Tennessee & uphold the University standards of conduct through the duration of the position.
- Be available to attend all required dates of service (listed above)
- Strong oral and written communication skills, including attention to detail, effective email communication, and group presentation/facilitation skills
- Ability to work independently as well with Team Leaders, Instructors, other Peer Mentors, and the UT community

Benefits & Compensation

- \$11.00/hour
 - Hours will vary from week to week- PMs will work a minimum of 2 hours each week
- University gear including but not limited to, staff polos, nametags, T-Shirts, etc.
- Serve as a mentor to incoming students
- Gain leadership opportunities & professional experiences.
- Network with university staff & fellow student leaders
- Gain knowledge of campus resources & services

Application & Interview Process

- Complete your application by **11:59pm on November 9, 2023**. Applications will go live on September 25, 2023, and can be found on the main website.
- Following this application, students who are invited to continue in the selection process will be notified via email to sign up for the interview process. Interviews will be conducted during the week of **November 13, 2023**.
- Selected Peer Mentors will be notified by **November 20, 2023**.
- 2024 Peer Mentors will be invited to the Welcome Reception on **December 7, 2023**.