

UNIVERSITY HONORS

University of Tennessee, Knoxville University Honors Peer Mentoring Program Job Description

University Honors Peer Mentors (PMs) serve as dedicated and encouraging role models, mentors, and resources for first-year honors students enrolled in *UNHO 207: Complex Problems and Human-Centered Design*. PMs collaborate with the seminar instructor, and, as representatives of University Honors, are responsible for attending their assigned section of UNHO 207 each week, providing academic support to their honors students, and meeting one-on-one with the students in their UNHO 207 section.

Peer mentors are required to complete UNHO 107, the Peer Mentor training course in the spring semester, as well as the honors course they are assigned to co-facilitate in the following Fall semester. The spring training course will begin the week of March 10th and conclude the week of May 5th. Class meeting day and time will be determined after peer mentors have been selected. The overall commitment for this role includes Spring 2025 training and the following Fall 2025 - Spring 2026 academic year.

Peer Mentors receive biweekly compensation totaling at least \$500 per semester of their involvement pending successful completion of all role responsibilities.

Eligibility Requirements

- Priority will be provided to current and past University Honors scholars
- All majors eligible
- Must have a minimum of one semester completed at UT prior to semester of hire
- Commit to being a mentor for the full 2025-2026 (Fall-Spring) academic year
- Good academic and disciplinary standing with the University and University Honors
- Must have a cumulative GPA of 3.5 or higher
- Passionate about helping students acclimate to campus socially and academically
- Knowledgeable about University Honors and campus resources
- Excellent organizational, oral, and written communication skills

Job Duties and Responsibilities

- Mentors will be embedded into University Honors courses and will attend weekly class sessions
- Identify and learn campus resources and help students with learning them
- Attend peer mentoring meetings to receive ongoing training and discuss Honors and campus affairs
- Complete administrative responsibilities timely, such as biweekly time entry, written summaries from 1:1 student meetings, etc.
- Bring a positive attitude to the student scholars
- Support the growth of other mentors as well as the transition of new honors students
- Be involved with 1 on 1 and group mentoring meetings
- Group facilitation inside and outside of the classroom
- Assist with the Honors program as needed (i.e. outreach events, students panels, orientation)
- Contribute towards Honors community building activities

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- Promote and demonstrate respect and inclusivity for all students
- Demonstrate positive school spirit

Time Commitment and Availability

Spring 2025

- Weekly UNHO 107 Meeting for training: March 10th - May 5th

Total Estimated Weekly Hours: 1 hour per week (Paid)

Fall 2025

- Attend University Honors New Student Welcome in August 2025 (3 hours)
- Weekly UNHO 207 Class Attendance: 2 hours
- Weekly UNHO 207 Readings to support instruction: 1.5 hours
- Weekly Meeting with UNHO 207 Instructor: 0.5 hours
- Grading UNHO 207 student reflections: 1 hour
- Maintaining class GroupMe: 1 hour
- Biweekly UNHO 107 Meetings: avg 0.5 hour

Total Estimated Weekly Hours: 6-7 hours per week (Paid)

UNHO 107 Peer Mentor Training

This is designated training time in Spring 2025 for new and returning Peer Mentors. Throughout Fall 2025 and Spring 2026, Peer Mentors will continue attending UNHO 107 meetings biweekly for professional development and further training to best assist their UNHO 207 section.

Application & Interview Process

- Applications will go live on **December 16, 2024**, and can be found on the main website
- Complete your application by **8:00 AM on February 3, 2025**
- 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 **February 10, 2025**
- Selected Peer Mentors will be notified by **February 28, 2025**
- **Peer Mentors will serve in this role from Spring 2025 - Spring 2026**