

## **STEM Connections Peer Mentor\* Job Description**

### **POSITION PURPOSE:**

STEM Connections Peer mentors will assist current and prospective transfers during the academic year as they acclimate to UCR by providing social and educational support in the College of Natural & Agricultural Sciences (CNAS). STEM Connections Peer Mentors will assist the CNAS Transfer Success Coordinator with information regarding UCR and CNAS major admission requirements, peer advising for CNAS majors, and campus support services during the academic year, and assist in planning, mentoring, and facilitating topics covered during the summer. During the summer, STEM Connections Peer Mentors may opt-in to assist student researchers during the summer Research in Science & Engineering (RISE) program at UCR.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Academic Year**

- Assist with the CNAS Undergraduate Academic Advising Center lobby tabling activities, front desk support, welcome & orientation events, supplementing advising workshops, and outreach activities.
- Facilitate and plan CNAS undergraduate workshops, socials, faculty mixers, and field trips. These events will include being on teams that plan icebreakers, creating the PowerPoint, activities, and social media outreach. In addition, mentors will be assigned mentees from incoming transfer lists and current UCR transfer students that have opt-in for mentoring. At least two meetings will take place for an hour during each quarter and mentors may have office hours. Provide mentoring to current and prospective students in all areas of student services, campus resources, and academic programs by meeting informally via Zoom and/or campus visits, paying particular attention to the challenges of being a CNAS major student.
- Attend, as the official representative of UCR and the CNAS Undergraduate Academic Advising Center, selected community colleges for visits with prospective CNAS major students, forums, and workshops for prospective students interested in CNAS Majors. Prepare and deliver presentations on topics of basic study skills and time management for science majors, how to be a student leader, and how to succeed at a 4-year school. Provide information or referral on admissions, application, and enrollment processes for prospective CNAS undergraduates.
- Participate in peer-led committees (i.e. newsletter, marketing, and STEM Club)
- Participate in the planning, implementation, and hosting of on and off-campus events concerning CNAS programs and majors, (i.e. New Student Orientation, Counselors Conference, Transfer Transition Workshops, Discover UCR Days, Highlander Days, Transfer Admit Celebrations, Highlander Orientations, and various other welcome receptions for prospective and admitted students).
- Assist with campus tours and various other follow-up programs for UCR prospective CNAS students, i.e., the Host Program, Admitted Student Phone Campaigns,

- mailings, answering office phone, filing, and occasional front desk lobby coverage, and other duties assigned.
- Attend mandatory training sessions and meetings as necessary.

### **Summer Session**

In the summer, STEM Connections Peer Mentors will be called Peer Leads. Peer Leads will facilitate weekly recaps where two peer leads will be assigned to summer research cohorts (i.e. CNAS Scholars, Summer Bridge to Research, B2B RCC, Dynamic Genome Scholars, Faculty Sponsored Research, Digital Agricultural Fellowship Scholars) to ensure student researchers meet RISE program requirements and successfully complete the program. In addition, plan socials for student researchers to network with the RISE program, MARC program, and MSRIP program. Other duties include mentoring students, food handling, presenting, attending workshops, and maintaining attendance sheets.

### **SKILL, KNOWLEDGE, and ABILITIES:**

General understanding of UCR CNAS majors, UCR programs, student service departments, and the application process.

Knowledge of course sequences for CNAS majors (i.e. Calculus, Biology, Chemistry, and Physics).

General understanding of UCR's admissions for transfers.

Must be able to communicate and interact effectively with students, faculty, administrators, and the general public in order to obtain information, explain policies and procedures, and respond to requests for information.

Must be able to represent the University in a professional manner, which includes appropriate attire, compassion for others, and exhibit professional communication with multiple constituents.

Must be dependable and be able to attend all assigned visits and/or events.

### **OTHER REQUIREMENTS:**

**Minimum 3.0 cumulative GPA and must be in good academic standing.**

**90 units completed at the time of application. Transfer students need one-quarter of UCR coursework completed. CNAS Major**

Travel may be required to community colleges, field trips, and other sites off campus.

## **PREFERRED QUALIFICATIONS:**

- Current CNAS Transfer Student

## **POSITION DETAILS**

- Number of open positions: 6-8
- Pay/Hours: \$17.99/hour for a maximum of 10 hours per week during the academic year; 20 hours maximum in summer
- Prior experience not required, training will be provided.
- Students selected for the position must complete ongoing peer advisor training to learn CNAS major requirements, peer counseling, and presentation techniques.

Employment Start Date: Spring 2023 May 31-2, 2023, or Fall 2023 Mandatory Training September 25-27, 2023.

**\*Read more about UCR's STEM goals at <https://stem.ucr.edu/>**