Peer Mentor Contract

TERM OF APPOINTMENT: Spring and Fall of 2021

HOURS: The amount of hours you work each week will vary depending on what is occurring in First-Year Programs. Refer to commitments listed on this contract for more context.

COMPENSATION: $10/hour

JOB REQUIREMENTS, CONTRACT AND EXPECTATIONS:

Job Requirements/Qualifications:
- Positive attitude and sincere desire to help students and improve FYP programming
- Excellent and timely oral and written communication skills, including attention to detail and accuracy, effective email communication, phone, and group presentation skills
- Organized and possess ability to balance multiple tasks
- Professional demeanor for a leadership position with significant student contact
- Ability to work independently as well as with seminar instructor, other PMs, and community
- Mature, responsible decision-making, especially with regard to behavior at on-campus events
- Flexibility in scheduling work hours

Responsibilities and Tasks:
- Lead a First-Year Programs seminar such as FYS 101 or TRNS 201
- Uphold commitments as a Peer Mentor, be on time and present at all First-Year Programs Peer Mentor events, programs and meetings
- Regularly check Canvas, GroupMe, and email for First-Year Programs related communication
- Communicate with your assigned PMC and coordinate for required 1:1’s
- Participate in trainings in order to learn about best practices that support new Vols.
- Other responsibilities will be assigned with plenty of notice
  - Note: FYS 129 will likely offer additional courses than in previous years in spring 2022. Peer Mentor may be asked to assist in a spring seminar. More information to come.
  - Note: FYP reserves the rights to make edits to this contract. Changes will be communicated to peer mentor well in advance
First-Year Seminars Conference (5-hour commitment) – Spring 2021
FYS 101, FYS 129, Volunteer Bridge, and TRNS 201 Instructors and peer mentors attend a training conference in late spring. The topics range from Instructor and PM responsibilities to required assignments. The conference is a required training component and will be held virtually.

Large Group Training (3-hour commitment) – Summer 2021
Peer mentors will participate in a post-conference seminar training at the end of May. Attendees will further explore best practices that surround supporting a first-year experience.

Welcome to Rocky Top! (3-5-hour commitment) – Summer 2021
Peer Mentors will have the opportunity to engage with new students before they arrive on campus in August! By sending introduction emails, Peer Mentors will connect with new students and can assist in answering any questions a student may have! PMs will have additional allotted hours for relationship building experiences throughout the summer.

Small Group Trainings (2-hour commitment) – Summer 2021
Peer mentors will meet with program directors to reflect on and apply concepts and theories that have been discussed in previous trainings and how they can be applied to transfer or first-year experiences at UT.

Large Group Training (2-hour commitment – Before Welcome Week)
Big Orange Welcome hype!
  - Big Orange Welcome schedule overview
  - Script practice and role play lead by NSO (to replace meetings formerly held by Orientation Leaders)

Vol to Vol Meetings (3-hour commitment – 1 being during the FY seminar during Fall 2021)
Throughout the first week of Big Orange Welcome, Peer Mentors will lead Vol to Vol meetings with new students. During this time, new Vols will have the opportunity to meet other students in their seminar and their Peer Mentor. These meetings will include introductions and icebreakers and allow students to ask questions and seek advice to help them feel comfortable as they adjust to life on Rocky Top. The last Vol to Vol Meeting will held during the FY seminar.

FYS 401 Seminar/Practicum (20-22-hour commitment) – Fall 2021
Peer Mentors will meet once a week with the First-Year Seminar class for which they are mentoring. In addition, FYS 401 will meet 7 times during the semester and will serve as a forum for Peer Mentors.

Signature Events & Student Success Week (3-hour commitment) – During Orientation
Throughout the six weeks of Big Orange Welcome, there will be plenty of Signature Events, including Rocky Top Rally and Torch Night! Peer Mentors will have the opportunity to engage with students during these events and assist professional staff members in ensuring that these events are a success! (Required: Torch Night, 1 Signature Event)
JOB CONTRACT: This document will serve as a reference point that can be used to evaluate the Peer Mentor’s experience and performance.

I agree to the above statements and position description and accept the position of Peer Mentor during Spring and Fall of 2021.

Signature ___________________________ Date __________

Supervisors Signature ___________________________ Date __________