



UNIVERSITY OF
ARKANSAS®

College of Engineering
First-Year Engineering Program

2020-2021 Peer Mentor Application

FIRST-YEAR ENGINEERING PROGRAM MISSION

The mission of the First-Year Engineering Program (FEP) at the University of Arkansas is to nurture the academic success, professional development, and individual growth of first-year engineering students by establishing the foundation for their excellence in the study of engineering. The program includes both academic and student services components. In this program, new first year engineering students complete a common academic experience and then choose their specific engineering major for their sophomore year.

POSITION TITLE

FEP Peer Mentor

POSITION FUNCTION

To equip and acclimate first year students enrolled in the College of Engineering at the University of Arkansas with success strategies to assist with their retention and transition.

ORGANIZATIONAL STRUCTURE

Peer Mentors report directly to the Student Services Specialist. In the absence of the Student Services Specialist, Peer Mentors report to the Associate Director of Student Services.

DESIRED PERSONAL CHARACTERISTICS

- Strong leadership abilities
- Good time management skills
- Academically responsible and mature
- Good communication and interpersonal skills
- Ability to handle stress
- Ability to handle difficult situations
- Positive attitude
- Respectful
- Warm personality
- Strong work ethic
- Punctual

- Knowledgeable of campus resources
- Shows initiative and desire to be great
- Commitment to a high standard of personal values and a code of ethics
- Pride in the University of Arkansas and College of Engineering
- Flexible
- Ability to work as an effective and productive team member
- Ability to serve as a positive role model
- Creative and resourceful
- Ability to value and engage through communication with people from diverse backgrounds with a variety of personality types
- Willingness to persist in a positive manner with unresponsive mentees

REQUIREMENTS

- Student must be a full-time student (at least 12 credits) in the College of Engineering during both the fall and spring semesters.
- Preferred that student has participated in the First-Year Engineering Program, but not necessary.
- Student must be a College of Engineering student, majoring in one of the nine disciplines.
- Student must have or will have credit by the end of summer 2020 for Calculus II, University Chemistry I and University Physics I. Preference would be on students eligible for their Major specific courses by the start of Fall 2020.
- Student must have and maintain a cumulative GPA of at least 2.85.
- Student must be in good judicial standing with the University of Arkansas.

EMPLOYMENT TERMINATION

A Peer Mentor's employment may be terminated if it is determined during staff trainings or during the 2020-2021 academic year that he/she is not maintaining ethics befitting a paraprofessional, not meeting academic and disciplinary qualifications, not performing satisfactorily, not able to work productively with others, not attending required trainings and bi-weekly supervision meetings, or jeopardizing the success of the First-Year Engineering Program.

Peer Mentor Mandatory Schedule

All Peer Mentors are required to attend the following trainings, leadership workshops, and special events.

SPRING 2020

Spring Dead Day Meeting

Friday, May 1, 2019

2:00pm-3:00pm

Location TBD

This meeting will serve as a brief introduction of new and returning staff, discuss some employment work that needs to be completed by August training, and cover a little more what August Training will look like for mentors.

FALL 2020

Fall Training

Wednesday, August 19, 2020 – Friday, August 21, 2020

9am – 5pm

BELL 2282

This training focuses on staff member education, building on the philosophy of "Peer Coaching", team building, curriculum overview, and strategic planning for a successful academic year.

Welcome Picnic

Thursday, August 27, 2020

4pm-8pm

The Gardens

The annual Welcome Picnic is a fun-filled event that includes food, games, networking, engaging with College of Engineering faculty and staff, and the opportunity for new first year engineering students to meet their Peer Mentors.

Fall PM Semester Event

TBD

End of Fall Training/Event

Saturday, December 11, 2020

1pm – 3pm

TBD

This training/event allows peer mentors to debrief about their fall semester and interact with fellow peer" mentors through team building.

SPRING 2021*Spring Training*

Friday, January 22, 2021

4pm-6pm

BELL 2282

This training provides an overview of the spring curriculum, assess strategies to build upon challenges from the previous semester and how to work with students on academic probation.

End of the Year Event

TBD

Peer Mentor Responsibilities

JOB DUTIES

- Meet weekly for 30 minutes with each student
- Serve as liaison between the First-Year Engineering Program staff and students
- Serve as a positive role model and ambassador on behalf of the College of Engineering
- Refer students to appropriate campus resources
- Provide a mature and ethical viewpoint
- Assist with problems or issues to the best of your ability in the moment
- Serve as a guide to ensure students success during first year and ultimate graduation from the College of Engineering
- Help students have a positive outlook on their journey to earning their engineering degree
- Provide accurate information
- Initiate and develop open communication and interaction with students
- Attend all trainings, workshops, and special events
- Meet routinely with Student Services Specialist for supervision meeting
- Inform Student Services Specialist immediately of any issues/concerns and excessive missed meetings with students
- Update student grades into grade spreadsheet in a prompt and timely manner weekly
- Perform any additional duties assigned by Student Services Specialist

SALARY

First time Peer Mentors are paid \$10.00 per hour bi-weekly and returning Peer Mentors are paid \$10.50 per hour. This includes meetings with students, routine supervision meetings, trainings, workshops, and special events. Rates will change in 2021 to reflect changes to Arkansas State Minimum Wage laws.

Please visit hr.uark.edu to access the Payroll Calendar.

Peer Mentor Recruitment Timeline

RECRUITMENT WEBPAGE

The recruitment webpage will go live on **January 17th**. All interested students will need to visit webpage, read through the associated information and access the applications through this page.

APPLICATION

Applicants must submit the Peer Mentor application and two references online (strong preference to fill reference spots with Faculty/Staff at the University of Arkansas, but your peer mentor or your most recent employer can be used to fill one reference spot if needed) at

[Peer Mentor 2020 Application](#) by **11:59pm on Sunday, March 1st, 2020**.

EMAIL NOTIFICATION OF INTERVIEW

All applicants will receive an email by **Tuesday, March 3, 2020** to their University of Arkansas e-mail account about their application status informing them if they have been selected for an interview.

INTERVIEW SIGN UP

All applicants selected for an interview will sign up electronically for an interview time **between Tuesday, March 3, 2020 through Tuesday March 10, 2020**. Assistance with signing up will only be available during University Business Hours (**Monday-Friday 8am-5pm**).

INTERVIEW

All applicants selected for an interview will participate in a 30-minute individual interview with current First-Year Engineering Program Peer Mentors between **Wednesday, March 11, 2020, - Friday, March 20, 2020**. If a second interview is required for further consideration, applicants will meet with the Student Services Specialist. Professional or business casual attire is required.

SELECTION OF PEER MENTOR

All applicants who participate in the interview process will receive notification indicating selection decisions by **Friday, April 2, 2020** via their University of Arkansas e-mail account.

SELECTION RESPONSE

All applicants who are offered a position are required to **ACCEPT** or **DECLINE** offer by **Monday, April 13, 2020**.