PEER MENTORS
CREATIVE ARTS LIVING LEARNING PROGRAM

JOB DESCRIPTION

Peer Mentors are upperclassmen employed to assist incoming freshmen in acclimating to UK’s campus and to serve as role models and leaders, encouraging students to explore their creativity and become involved with the arts community on campus. The primary responsibility of a Peer Mentor is two-fold: to build and foster community within the LLP and to serve as an academic support person for a select group of student, known as mentees. Each Peer Mentor will be assigned to a group of 12-15 mentees. This is a part-time, paid position, beginning August 2020, and ending May 2021.

QUALIFICATIONS

Creative Arts Peer Mentors are academically successful students (3.0 GPA and above) who wish to grow as leaders and have a passion for the arts and mentoring others in the Creative Arts Living and Learning Program. It is preferred that Creative Arts Peer Mentors have prior experience living in the LLP. Peer Mentors will be housed in Holmes Hall, on the same floors as mentees. Peer Mentors are required to arrive on campus during early move in for training, and to assist with new student move-in, Early Week community building, and K-Week activities with their mentees.

SKILLS AND RESPONSIBILITIES

Peer Mentors will:

- Attend all training activities.
- Enroll and actively participate in the one hour Leadership Development for Creative Arts Peer Mentors course (EXP 396) offered in the fall and spring.
- Be visible, and maintain regular contact with mentees through group activities, one-on-one meetings, scheduled and advertised “office hours”, and communications via social media.
- Fully participate in all peer mentor activities. Conflicts with classes and rehearsals will be addressed on a case by case basis.
- Plan creative arts and academic studies activities with mentees.
- Submit pre-program plans and follow-up reports to the CA LLP Coordinator.
- Promote attendance at, and attend with mentees, a variety of Creative Arts events held in Holmes Hall and the campus community.
- Share and promote the use of a variety of academic resources with Mentees.
- Perform requested administrative functions such as record-keeping and evaluations.
- Maintain an optimistic attitude and serve as a positive role model, which includes, but is not limited to, being on time and prepared for all Creative Arts related commitments, meeting deadlines, managing time, using appropriate language and humor, and checking/responding to email in a timely fashion.
- Maintain good judicial standing with the Office of Residence Life and good academic standing.
- Communicate and be respectful at all meetings with the Resident Director and Resident Advisors, serving as a role model to freshmen.
- Work as a part of a living learning team with CA LLP Program Coordinator and Residence Life Staff.

Revised as of January 2, 2020
COMPENSATION

Peer Mentors will be expected to work, on average, 3-6 hours per week, recognizing that paid hours fluctuate weekly, depending on time of semester and planned events. Peer Mentors will receive an hourly rate of $10.00 per hour. Peer Mentor hours are logged electronically through the MyUK Employee Self-Service tab, and should be rounded to the nearest quarter hour. Entries MUST include a description of the work activity for any time logged. The Program Coordinator approves hours submitted for pay and may decline time that is deemed excessive or unqualified. Below are specific tasks for which Peer Mentors may log hours.