

Engineering Residential College (ERC) Peer Mentor Job Description

As a peer mentor, you will have the opportunity to use your leadership skills to facilitate student learning and academic success in the ERC. You will not only play a significant role in retaining our students, but this leadership opportunity will also benefit you as you search for engineering jobs in the future. In addition, you will receive priority for housing in our new premier dorm, Woodland Glen III.

The ERC Peer Mentor (ERCPM) will be jointly supervised by both the Residence Hall Director and the Director of the ERC within the College of Engineering. The following is a list of responsibilities that you are agreeing to take on in the event that you become an ERCPM:

- I. Agree to reside and pay the housing cost associated with residential hall that hosts the ERC and work as part of the ERC and Residence Hall staff team to support the living learning program.
- II. Attend required training sessions the semester prior to employment and throughout the year in order to fulfill your responsibilities as an ERCPM.
- III. Participate in Induction & Closing Ceremonies each semester for ERC students.
- IV. Meet all expectations set by the Residence Hall Director and the Director of the ERC including:
 - a. Move in early and assist residence hall staff with move in and LLP needs
 - b. Create and facilitate at least two programs per month for your the ERC students (one must be in collaboration with another peer mentor or hall RA)
 - c. Plan and attend bi-monthly meetings throughout the term with all of your assigned freshmen
 - d. Document bi-monthly one-on-one contact with each assigned freshmen
 - e. Attend the mandate number of events designated at the start of each term by the ERC LLP Director
 - f. Complete other duties as assigned by the ERC LLP Director (i.e. door decs, recruitment efforts, special events etc...)
- V. Maintain a professional demeanor, optimistic attitude and serve as a positive role model which includes, but is not limited to: being on time and prepared for all LLP related commitments; dressing appropriately during all events and meetings; meeting deadlines; managing personal/professional time; using appropriate language and humor; refraining from engaging in romantic relationships with ERC members while serving as a peer mentor and checking/responding to email in a timely manner.
- VI. Maintain confidentiality when in communication with students, any College of Engineering Advisor, Resident Advisors and the Residence Hall Director and share information only with the appropriate individuals within the department.
- VII. Serve as a positive role model and abide by all UK & Office of Residence Life policies and procedures.
- VIII. Maintain a least a 3.0 cumulative GPA

Compensation

Compensation for this role will be an annual scholarship. The amount will be discussed during the interview process. In order to receive the above compensation, you must meet the expectations outlined in part IV of this document.