

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

### **POSITION PURPOSE:**

To assist current and prospective transfer and reentry students from designated community colleges as they assimilate to UCR by providing social and academic support in the STEM (Science, Technology, Engineering, Mathematics) majors. STEM Mentors will assist the CNAS STEM Coordinator and CNAS Pathways Counselor with disseminating information in regards to UCR and STEM major admission requirements, academic advising for STEM majors and campus support services.

### **ESSENTIAL JOB FUNCTIONS:**

Attend, as the official representative of UCR and the CNAS Undergraduate Academic Advising Center, selected community colleges for visits with prospective STEM major students, forums and workshops for prospective students interested in STEM 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 STEM students.

Provide mentoring to current and prospective students in all areas of student services, campus resources, and academic programs by meeting informally via telephone and/or campus visits, paying particular attention to the challenges of being a STEM major student. Attend mandatory training sessions and meetings as necessary.

Participate in the planning, implementation and hosting of on and off-campus events concerning STEM programs and STEM majors, i.e., New Student Orientation, Counselors Conference, Transfer Transition Workshops, Discover UCR Days, Highlander Days, Transfer Admit Celebrations and various other welcome receptions for prospective and admitted students).

Assist with the CNAS Undergraduate Academic Advising Center lobby tabling activities, welcome & orientation events, supplementing advising workshops and outreach activities.

Assist with campus tours and various other follow-up programs for UCR prospective STEM students, i.e., the Host Program, Admitted Student Phone Campaigns, mailings, answering office phone, filing etc.

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

Knowledgeable about UCR's majors, and STEM majors particularly, UCR programs, student service departments, and the application process.

Strong/Comfortable understanding of various subjects within the STEM majors with an emphasis on Calculus, Chemistry, Biology, Physics.

Understanding of UCR's admissions policies, procedures and practices. (training is provided)

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 etc., 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 patience in dealing with distressed students and parents.

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

Knowledge of reference materials available and ability to direct persons to correct materials.

Familiarity in the operation of an IBM compatible computer for word processing and electronic mail.

### **OTHER REQUIREMENTS:**

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

**Completion of either Calculus, general Physics or general Chemistry series.**

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

### **CNAS Major**

Travel is required to community colleges and other sites off campus. (A University vehicle may be provided)

Must have dependable transportation in order to get to campus. Must also have and regularly use a UCR student or personal email account.

**PREFERRED QUALIFICATIONS:**

- Current CNAS Transfer Student

**POSITION DETAILS**

- Number of open positions: 6-8
- Pay/Hours: \$15.99/hour for 10-12 hours per week.
- Training: Students selected for the position must complete ongoing peer advisor training to learn CNAS major requirements, peer counseling and presentation techniques.
- Employment Start Date: Fall 2020 Mandatory Training September 28-30, 2020

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