Title: First Year Seminar (FYS) Peer Mentor  
Reports to: Carrie Reisner, Executive Director, University College/FYS Coordinator  
Department: University College

The FYS Peer Mentor serves in a teaching team with a faculty member. UCOL-U 101 is a two-credit hour class for first-year students; each section accommodates up to 22 students. Helping first-year students develop the skills necessary for success in college and in life is a main goal of FYS. The course is designed to assist students’ transition to college life by fostering a sense of connection to Indiana University East. UCOL-U 101 provides a general orientation to the functions and resources of IU East and examines the challenges common to the first-year experience. Peer Mentors are an integral part of UCOL-U 101; they make significant and positive impacts on the development and learning of first-year students.

In addition to serving in the fall semester, the FYS Peer Mentors will have an additional role in the summer. University College has been awarded a grant from the Indiana Commission for Higher Education that promotes programs related to student success and persistence. As part of this grant University College will host a four day Summer Bridge program July 20th-23rd. The program will continue with weekly social events (such as bowling, game nights, pottery painting) and conclude with student participation in Extreme Jumpstart August 17th-21st. FYS Peer Mentors will be an integral part of these programs and will help to create a warm, welcoming, and fun atmosphere for our new students.

QUALIFICATIONS
The successful candidate must have:
- A desire to mentor first year students and help them connect to IU East;
- A minimum grade point average of 2.5 and good standing with the university;
- Completed at least 2 semesters at IU East with full-time status;
- A positive attitude, good communication skills, maturity, an appreciation of diversity, the ability to model behaviors of successful students and the ability to maintain confidentiality;
- A commitment to completing the full semester (3-5 hours/week);
- A commitment to meeting with FYS class members outside of class time;
- A recommendation form submitted by an IU East faculty/staff member;
- A criminal background check completed by IU East Human Resources (located in Whitewater Hall 124).

RESPONSIBILITIES

1. Foster positive relationships in the FYS classroom.
   Attend all classes for assigned section of U101. Complete assigned readings and participate in class discussions. Facilitate some in-class activities and assist with group activities during class sessions as requested by instructor. Be available at least 15 minutes before and after class to initiate communication with students. Schedule appointments with individual students as needed.

2. Help create a sense of community and connection to IU East.
   Encourage interaction and engage students outside the classroom by promoting group and/or individual attendance at campus events. The Peer Mentor can also initiate activities such as a game of Frisbee on the quad, or meeting at a restaurant to eat together before or after a campus event. Creativity is encouraged in getting students involved.
3. **Introduce students to campus resources.**
Help students become familiar with university resources for academic and social development; advise and refer students as needed. Familiarize students with campus life—clubs, sports, activities.

4. **Serve as a role model.**
Assist students in the development of skills necessary for success in college by modeling attitudes, behaviors and strategies (such as note-taking and active class participation) used by successful students. Encourage students to develop short-term goals for personal and academic achievement.

5. **Promote an acceptance and understanding of diversity.**
Promote an atmosphere that is conducive to creating an appreciation of each person’s worth regardless of physical or learning ability, race, ethnicity, gender, sexual orientation, religion, age, etc.

6. **Promote Financial Literacy**
Assist students in understanding the financial responsibilities of college students through workshops and class discussions.

7. **Fulfill all responsibilities as a U101 team member.**
Communicate regularly with class instructor for planning and coordination of activities. Attend scheduled meetings with the FYS coordinator. Practice ethical behavior as defined by the Standard of Ethical Practice.

**REQUIREMENTS:**
- Mandatory one week training to take place the week prior to Summer Bridge;
- Active participation in the Summer Bridge and Extreme Jumpstart programs held in July and August, respectively;
- Attend and actively participate in all class meetings for assigned section;
- Arrange for class gatherings to attend campus events such as Back with the Pack, Homecoming, or athletic events;
- Assist in outreach efforts regarding students at-risk of failing FYS or other classes.

**COMPENSATION:**
- $9.00/hour compensation for training and work hours completed in the summer as part of the Summer Bridge and Extreme Jumpstart programs.
- $600 Scholarship for fall semester