



Location: Howard Phillips Hall, Rooms 113, 114 & 115
Phone #: 407-823-5130
Email: sarc@ucf.edu
Website: www.sarc.sdes.ucf.edu

Title of Position: Access Peer Mentor
Supervisor(s): Kristen Horton, Coordinator Academic Support Services
Whitney DeGraff, SARC Access Program Graduate Assistant
Hours: 15-20 hours a week (Summer B)
Rate of Pay: \$8.00/hour

SARC's Peer Mentoring program offers a structured, collaborative approach to support the academic progress and success of students admitted to UCF through the Pegasus Success and SOAR Summer Access programs. Peer Mentors will provide individualized guidance and ongoing feedback as they facilitate individual mentoring sessions with their assigned mentees during the six week Summer B term. Each Peer Mentor will be assigned approximately 15-25 mentees. Peer Mentors will guide mentees as they adjust to the University environment and assist them in building college level academic and study skills.

Mentoring efforts during the SUMMER B TERM will be focused on the following topics and skill sets:

- Adjusting to University Lifestyle
- Time Management & Study Skills
- University Connections & Relationships
- Balance & Wellness
- Planning & Organization

Additional Responsibilities of this role include:

- Participate in preliminary and on-going trainings and team meetings
- Assist with Access Kick Off, Orientation and Closing Ceremony events
- Participate in end of semester debrief meeting
- Serve as a role model for mentees by maintaining a positive attitude and cultivating relationships
- Assist mentees in evaluating study habits and identifying obstacles to their learning process
- Communicate regularly with mentees outside of appointments to ensure students are staying on track, are aware of campus resources & events, and to identify any concerns as soon as possible
- Conduct extra follow-up appointments with mentees as appropriate
- Document all mentoring sessions & maintain accurate student files
- Communicate training needs and/or student concerns to SARC Supervisor
- Provide timely and open communication with SARC, MASS and FYAE staff regarding mentee progress, issues and concerns in an effort to increase effectiveness of ACCESS Professional Staff Team
- Provide weekly & semester reports to supervisor(s) regarding progress of assigned mentees
- Other duties as assigned

Preferred Qualifications:

- Strong interpersonal communication skills and ease in relating to people from diverse backgrounds
- Experience or knowledge in facilitating group sessions; working effectively in groups
- Solid organizational, presentation and problem solving skills; high attention to detail

- Practice in utilizing active listening while effectively encouraging and motivating others
- Commitment to the mission of SARC & UCF accompanied by a desire to help student peers academically succeed
- Demonstrate initiative and a willingness to learn new skills
- Strong computer skills, proficiency in Microsoft Word, Excel & PowerPoint
- Experience working with standard office equipment
- Current enrollment as a UCF undergraduate student
- Former participation in Pegasus Success or SOAR program a plus
- Minimum UCF cumulative GPA of a 3.0 or higher
- Must be in good academic standing with the University