

UG Mentor Position Description for Academic Year 2019-2020 Peer Mentor Program UNST Freshman Inquiry (FRINQ) Mentor

The University Studies program is seeking applicants for Undergraduate (UG) Peer Mentors in the University Studies (UNST) Peer Mentor Program for the 2019 - 2020 academic year. We are seeking upper-division Undergraduate students who meet the position criteria and demonstrate a range of skills necessary for supporting students in FRINQ (Freshman Inquiry) courses and in related mentored-inquiry sessions. UG mentors receive a [scholarship](#) covering 12 credits of tuition and a leadership award.

University Studies Vision

Challenging us to think holistically, care deeply, and engage courageously in imagining and co-creating a just world.

University Studies Mission

Our inclusive, interdisciplinary, and inquiry-based pedagogy

- ❖ provokes students to build self-efficacy through relational learning across difference;
- ❖ encourages a community of educators to practice engaged teaching for transformative learning; and
- ❖ advances civic engagement, reflective practice, and the scholarship of teaching and learning.

Mentor Responsibilities

UG Peer Mentors are experienced, successful students, and education leaders who work with a faculty partner in a FRINQ to support student learning in main and mentor sessions during the academic year. For more information about mentor job duties, training, and remission, visit our [website](#).

Minimum Required Academic Standing

- Have an Overall GPA of 3.25 or higher.
- Plan to have completed a minimum of 90 PSU credits (including transferred credits) before the start of Fall Term 2019. *However, it is not necessary to have 90 credits to apply for the position.*
- *Must not* be a Post-Bac student (This scholarship is not available for post-bac students.)

If the above criteria are met, applicants must demonstrate the minimum required skills in their two essays and submit two letters of recommendation.

Please address the skills below in your required application materials:

Minimum Required Skills

- Outstanding interpersonal skills:
 - Ability to navigate challenging situations; collaborate with different communication styles; persevere through the process of resolving conflict; and lead with deep listening skills and empathy.
- Excellent oral and written communication skills:
 - Ability to write for and support students with their writing in a range of styles for formal and informal academic and community audiences.
- Ability to work flexibly, organize time efficiently, and quickly respond to email.
- Prior experience in a leadership position using group facilitation and 1:1 support skills, such as (but not limited to) a team leader, a tutor, a volunteer, or a coach in an educational, workplace, or community organization.
- Has a positive attitude and willingness to act as a role model.
- Self-motivated and driven by a desire to create collaborative learning communities.

Preferred Skills

- Demonstrates an understanding of equity and holds a commitment to applying it in a leadership position, such as in a community organization, workplace, or academic setting.
- Holds and communicate an understanding of the University Studies program and its role at PSU or understands the purpose of general education programs and requirements for undergraduate students as it relates to their learning in college.
- Leadership or mentoring experience specifically within an educational setting.
- Have basic familiarity with educational technology tools (e.g., Pebble Pad, D2L, Google Docs, Word, Excel).

Key Cultural Competencies

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

- Adheres to all PSU's policies including the policies on Prohibited Discrimination & Harassment and the Code of Student Conduct and Responsibility.

Final Eligibility Criteria for Scholarship

Once a mentor is selected for a mentorship after the final application and interviewing process, at the start of the *first* term of mentoring a UG mentor *must* have:

- An Overall GPA (in Banweb) of 3.25 or higher, which must be maintained while mentoring and includes meeting term-by-term academic requirements as well.
- A minimum of 90 or more *already-completed* credits (including all transferred credits) at PSU by the start of Fall Term.
- Must be a fully enrolled student in a PSU degree-granting major (and may *not* be a post-bac student). Transferring into PSU must be completed (and in the system) before the start of Fall Term 2019.
- Full-time enrollment at 12 credits is *required* each term.
- Completed required UNST Mentor Program new mentor training (e.g., Mentor Spring Training class, Mentor Fall Training Conference, and New Mentor Hire Module).

HOW TO APPLY - GENERAL INFORMATION AND HELPFUL LINKS

To access the online scholarship portal for the application and to apply:

<https://www.mentors.unst.pdx.edu/content/application-peer-mentor-positions>

*If your materials are incomplete or do not meet the required deadline of January 18, 2019, by 11:59 p.m. (**Including** recommendation letters by this same deadline), they will not be reviewed. Please contact your recommenders often to follow up!*

ADDITIONAL LINKS

For more information about the University Studies Program:

<https://www.pdx.edu/unst/>

For Academic and Career Services for helpful workshops on applications and interviewing:

<https://www.pdx.edu/advising-career-services/>