

## JOB DESCRIPTION: OMD PEER MENTOR

**Department:** Office of Multicultural Development

**Location:** Simmons Hall 124

**Stipend:** \$3120.00/year (Fall 2024 and Spring 2025)

### Hallmark of Peer Mentors:

- Ability to serve as a role model
- Patient willingness to contribute to someone else's growth
- Exemplary work ethic - both individually and as a part of a team
- Strong academics, study skills, interpersonal communication skills, and time management skills
- Skill in establishing strong connections with first-year students from diverse backgrounds
- Knowledge of The University of Akron and campus resources
- Technical competence (working knowledge of Microsoft Office Suite, Google Docs, basic computer software, etc.)

### Duties:

- Establish one-on-one relationships with incoming first-year students from various backgrounds
- Monitor mentee progress by communicating with mentees on a weekly basis
- Establish goals with mentees and monitor progression toward the completion of those goals each semester
- Assist in the implementation of academic and social events for the mentees throughout the academic year
- Provide weekly student progress reports by maintaining documentation logs
- Represent and promote the program and the Office of Multicultural Development during different campus functions and activities as needed
- Other duties as assigned

**Qualifications:** This position is open to undergraduate students in all majors who have a minimum Cumulative GPA of 2.75. Preference will be given to students who have been enrolled at The University of Akron for at least two semesters, as well as to those who exemplify strong academic and/or leadership skills. Basic computer skills, including word processing and spreadsheet capabilities, are required (i.e., Microsoft Outlook, Microsoft Word, Microsoft Excel, Google Docs, Google Sheets, Google Forms, etc.).

**Comments:** This position requires eight office hours per week during Fall 2024 (120 total hours) and Spring 2025 (120 total hours), in addition to the availability to attend a two-day summer training (August 8th and 9th, 2024), and mandatory staff meetings during the academic year. Please note that Peer Mentors are not compensated through the Federal Work-Study program. However, selected students must be enrolled full-time during the academic year in which they are appointed Peer Mentors with the Office of Multicultural Development.

**Questions?** Contact Terry Vance at [tv14@uakron.edu](mailto:tv14@uakron.edu) or 330-972-5196