UConn First Summer
Student Mentor Job Description
(2 positions available)

PROGRAM OVERVIEW:
UConn First Summer (UCFS) offers incoming UConn students the opportunity to join UConn’s community early by beginning their academic career during this 5-week summer program. UCFS students take two credit-bearing academic courses during UConn’s Summer Session 2. Students also participate in a myriad of academic and extracurricular activities provided by the UCFS program and by the greater UConn community. UCFS students are supported by two Student Mentors and one Program Coordinator, as well as the Office of Early College Programs (OECP) staff.

POSITION OVERVIEW:
Under the supervision of the UConn First Summer Program Coordinator and OECP staff, the Student Mentors (SM) oversee the day-to-day community building aspects of the UCFS program and support the social, academic, and personal development of UCFS students. This position requires a 6-week commitment (July 5, 2021 – August 16, 2021). SMs must be available to work flexible hours, including night and weekend hours, as necessary, throughout the duration of the program (July 12, 2021 – August 13, 2021). SMs are not required to be on duty at all hours of the day, but the duties and responsibilities of this position may require SMs to be flexible when needed. Responsibilities of the SM include supporting all program participants in their personal development, developing and implementing social programming, and performing other duties related to the UCFS program as assigned by the Program Coordinator or the OECP staff. The position will include 1 week of training and the 5 week program. This position includes a gross stipend of $3,000 (before taxes).

POSITION RESPONSIBILITIES AND DUTIES:

GENERAL RESPONSIBILITIES AND DUTIES:
- Participate in a mandatory 3-day training prior to participant arrivals
- Help create, coordinate, and participate in all UCFS activities under the direction of the UCFS Program Coordinator and/or OECP staff
- Work independently and collaboratively to support the personal, academic, and social development of UCFS students through self-direction and collaboration with the other SM and with UCFS Program Coordinator/OECP staff
- Assist and support participants with the transition to the program, distance-learning, and online social activities
- Meet and/or communicate daily with the UCFS Program Coordinator

STUDENT/PROGRAM DEVELOPMENT:
- Actively contribute toward the development of the UCFS community in collaboration with the other SM and Program Coordinator through activities such as:
  - Communicating with UCFS participants via email, social media, and other means prior to and during the program
  - Creating/distributing materials meant to aid students in their transition to college (i.e. infographics, visual aids, campus resources, and other materials)
  - Planning and implementing informal and formal community building activities
  - Participating in some non-UCFS, UConn-sponsored summertime activities (for example, those sponsored by Student Rec or Student Activities)
- Act as a peer mentor to UCFS students through the use of interpersonal communication skills, emotional intelligence, professionalism, positivity, and mentorship/role modeling in an online, distanced learning environment
- Perform other duties related to the UCFS program as assigned by the UCFS Program Coordinator or OECP staff
MINIMUM ACCEPTABLE QUALIFICATIONS:
- Possesses excellent leadership, interpersonal, and communication (both verbal and written) skills and an ability to work both in a team environment and independently
- Prior experience building community, mentoring students, planning large-scale events, problem-solving, or resolving conflict(s)
- Demonstrated leadership and/or involvement experience in a prior position (volunteer or professional) requiring similar skills
- Ability to create a positive learning environment for a diverse student population through the creation of events and social programs
- No other scheduled commitments (classes, research, appointments, jobs, practice, GA commitments, etc.) throughout the entire 6-week commitment
- Reliable access to wifi and a computer

PREFERRED QUALIFICATIONS:
- Previous participation as a student in the UCFS program
- Experience working as a peer leader or mentor at the high school or college level
- Experience working as a Resident Assistant (RA), Orientation Leader, or Pre-College Summer staff member at UConn or within another similar experience (such as camp counselor), especially with demonstrated experience in social programming
- Experience working for/with the UConn Honors Community, UConn Athletics Community, or UConn Transfer Student Community
- Program coordination experience (for any age group)
- Familiarity with online learning platforms such as Webex and HuskyCT

ADDITIONAL DETAILS:

Position Description: UCFS is currently planning for an online summer program with participants and staff working remotely. Please note that changes may be made to this position description as program planning progresses. Changes will be communicated to applicants as they are made. If the decision is made in spring 2021 to move the program on campus, the duties and expectations of this role will change. For example, living on campus would be a requirement of the position.

Qualified applicants will be invited to participate in a group process day and/or an interview on March 5th, 2021.

For more information or if you have any questions, please contact Cody Olson, the UCFS Program Coordinator, at cody.olson@uconn.edu. Use Subject Line: UCFS Student Mentor Position

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TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:
https://firstsummer.uconn.edu/2020-uconn-first-summer-student-mentor-application/