

SGPP Peer Mentor Application

Application deadline: Monday, March 1, 2021 @ 12:00 pm.
Late or incomplete applications will not be accepted.

Position Details

Rate of Pay: \$12.15 an hour (part-time, hours vary)

Position Summary

The SGPP Peer Mentors assist our freshmen and transfer students with the transition to the University of Arizona. They will facilitate transfer socials (orientations), prepare and give presentations on university resources, policies, and procedures, the UAccess system, the differences between community college and a four-year institution, etc. They will also attend the freshmen orientations and assist students with course registration. During the academic year they will check in with students. They will also play a role in recruiting students from the local community colleges.

What is a Transfer Social?

A Transfer Social is an orientation for our transfer students. At the Transfer Social students will learn about important university resources, dates and deadlines, how to use the UAccess system, and how to get involved with clubs and organizations. They will also meet with their academic advisor at the Transfer Social to review their transfer credits and receive course recommendations.

Minimum Qualifications

- Must be able to commit to working April 2021-May 2022 and attend all dates listed on page 3.
- Criminal Justice Studies, Law, Political Science or Public Management and Policy major
- Upon completion of Spring 2021 semester, be in Junior or Senior standing and have completed at least one semester at the University of Arizona
- Minimum 2.5 GPA
- Excellent communication and interpersonal skills - public speaking is required
- Highly dependable, punctual, and professional
- Knowledgeable of university resources, policies, and procedures
- Knowledgeable about campus resources available to transfer students and the transfer process
- Proficient in document design, Microsoft PowerPoint and UAccess Student

Job Duties

- Comply with FERPA regulations
- Research information and prepare Powerpoint presentation on university resources, policies, and procedures, the UAccess system, the differences between community college and a four-year institution, etc.
- Organize and facilitate all transfer socials (must be able to commit to attending all sessions)
- Attend freshmen orientation and assist with student registration (must be able to commit to attending all sessions)

- Contact and check in with CJS, LAW, PMPC, and POL freshmen and transfer students during Fall 2021 and Spring 202 semesters
- Assist with recruiting events
- Be a point of contact for freshmen and transfer students
- Be a representative of the University of Arizona and the School of Government and Public Policy
- Track and document all communication with students and report to SGPP Undergraduate Program Coordinator on a regular basis
- Gather information for SGPP student bulletin board
- Other duties as assigned

How to Apply

If you meet the minimum qualifications, please submit an APPLICATION. If you have questions, please contact Mark Barnard at mbarnard@email.arizona.edu. If selected for interview, you will be asked to prepare a short PowerPoint presentation.

Application deadline: Monday, March 1, 2021 @ 12:00 pm.

Peer Mentor Timeline 2021-2022

Here is an overall timeline of a Peer Mentor’s schedule:

March-May 2021	<ul style="list-style-type: none"> • FERPA Training • Plan and prepare transfer socials • Facilitate Transfer Socials for Fall 2021 Admits
June 2021	<ul style="list-style-type: none"> • Facilitate Transfer Socials and Attend Freshmen Orientations for Fall 2021 Admits
July 2021	<ul style="list-style-type: none"> • Various advising center tasks as needed
August 2021	<ul style="list-style-type: none"> • Facilitate Transfer Socials and Attend Freshmen Orientations for Fall 2021 Admits
September 2021	<ul style="list-style-type: none"> • Contact freshmen and transfers who have not met with advisor • Assist with Pizza with a Professional and other events
October 2021	<ul style="list-style-type: none"> • Assist advising center with priority registration • Assist with Pizza with a Professional and other events
November 2021	<ul style="list-style-type: none"> • Facilitate Transfer Socials for Spring 2022 Admits • Assist with Pizza with a Professional and other events
January 2022	<ul style="list-style-type: none"> • Facilitate Transfer Social for Spring 2022 Admits • Contact freshmen and transfers who have not met with advisor
February-May 2022	<ul style="list-style-type: none"> • Attend recruiting events at community colleges and other venues • Facilitate Transfer Social for Spring 2022 Admits • Assist with Pizza with a Professional and other events • Assist advising center with priority registration

Mandatory Summer Orientation Dates 2021-2022 *All Summer 2021 Orientation events are online.

Dates and times Peer Mentors must be available:

DATE	EVENT	TIME
Friday, April 30, 2021	Transfer Social	TBA
Saturday, May 1, 2021	Transfer Social	TBA
Friday, May 7, 2021	Transfer Social	TBA
Friday, May 21, 2021	Transfer Social	TBA
Wednesday, June 2, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Friday, June 4, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Monday, June 7, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Wednesday, June 9, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Friday, June 11, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Monday, June 14, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Wednesday, June 16, 2021	Freshmen Orientation	12 p.m TBA. – 5 p.m.
Friday, June 18, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Monday, June 21, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Wednesday, June 23, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Friday, June 25, 2021	Freshmen Orientation	12 p.m TBA. – 5 p.m.
Monday, June 28, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Wednesday, June 30, 2021	Freshmen Orientation	12 p.m. – 5 p.m.
Wednesday, July 14, 2021	Transfer Social	12 p.m TBA. – 5 p.m.
Friday, July 16, 2021	Transfer Social	TBA
Friday, August 6, 2021	Transfer Social	TBA
Wednesday, August 11, 2021	Transfer Social	TBA
Friday, August 13, 2021	Freshmen Orientation	12 p.m TBA. – 5 p.m.
Tuesday, August 17, 2021	Freshmen Orientation	12 p.m TBA. – 5 p.m.
Thursday, August 19, 2021	Transfer Social	TBA