



COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES

**School of Government  
and Public Policy**

Peer Mentor Position Description

# SGPP Peer Mentor Position Description

---

**Application deadline: Tuesday, March 15, 2022 @ 12:00 pm.**

*Late or incomplete applications will not be accepted.*

---

## Position Details

**Rate of Pay:** \$12.50 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 2022 - May 2023 and attend all dates listed on page 3.
- Criminal Justice Studies, Law, Political Science or Public Management and Policy major
- Upon completion of Spring 2022 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 2022 and Spring 2023 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 via Handshake - search for "SGPP Peer Mentor". If you have questions, please contact Sabryna Jaimez at [salers@arizona.edu](mailto:salers@arizona.edu). If selected for interview, you will be asked to complete a short presentation/workshop.

**Application deadline: Tuesday, March 15, 2022 @ 12:00 pm.**

### Peer Mentor Timeline 2022-2023

---

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

April - May 2022	<ul style="list-style-type: none"> <li>• FERPA Training</li> <li>• Plan and prepare transfer socials</li> <li>• Facilitate Transfer Socials for Fall 2022 Admits</li> </ul>
June 2022	<ul style="list-style-type: none"> <li>• Facilitate Transfer Socials and Attend Freshmen Orientations for Fall 2022 Admits</li> </ul>
July 2022	<ul style="list-style-type: none"> <li>• Various advising center tasks as needed</li> </ul>
August 2022	<ul style="list-style-type: none"> <li>• Facilitate Transfer Socials and Attend Freshmen Orientations for Fall 2022 Admits</li> </ul>
September 2022	<ul style="list-style-type: none"> <li>• Contact freshmen and transfers who have not met with advisor</li> <li>• Assist with Pizza with a Professional and other events</li> </ul>
October 2022	<ul style="list-style-type: none"> <li>• Assist advising center with priority registration</li> <li>• Assist with Pizza with a Professional and other events</li> </ul>
November 2022	<ul style="list-style-type: none"> <li>• Facilitate Transfer Socials for Spring 2023 Admits</li> <li>• Assist with Pizza with a Professional and other events</li> </ul>
January 2023	<ul style="list-style-type: none"> <li>• Facilitate Transfer Social for Spring 2023 Admits</li> <li>• Contact freshmen and transfers who have not met with advisor</li> </ul>
February - May 2023	<ul style="list-style-type: none"> <li>• Attend recruiting events at community colleges and other venues</li> <li>• Facilitate Transfer Social for Spring 2023 Admits</li> <li>• Assist with Pizza with a Professional and other events</li> <li>• Assist advising center with priority registration</li> </ul>

**Mandatory Summer Orientation Dates 2022 2023\***All Summer 2022 Orientation events are online.

---

**Dates and times Peer Mentors must be available:**

DATE	EVENT	TIME
Friday, April 29, 2022	Transfer Social	TBA
Monday, May 2, 2022	Transfer Social	TBA
Friday, May 6, 2022	Transfer Social	TBA
Friday, May 7, 2022	Freshmen Orientation	12 p.m - 5 p.m
Friday, May 20, 2022	Transfer Social	TBA
Wednesday, June 1, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Friday, June 3, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Monday, June 6, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Wednesday, June 8, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Friday, June 10, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Monday, June 13, 2022	Freshmen Orientation	12 p.m – 5 p.m.
Tuesday, June 14, 2022	Transfer Social	TBA
Wednesday, June 15, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Friday, June 17, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Monday, June 20, 2022	Freshmen Orientation	12 p.m TBA. – 5 p.m.
Wednesday, June 22, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Friday, June 24, 2022	Freshmen Orientation	12 p.m. – 5 p.m.
Monday, June 27, 2022	Freshman Orientation	12 p.m TBA. – 5 p.m.
Tuesday, June 28, 2022	Transfer Social	TBA
Wednesday, June 29, 2022	Freshmen Orientation	12 p.m - 5 p.m
Wednesday, July 13, 2022	Transfer Social	TBA
Friday, July 15, 2022	Transfer Social	TBA
Friday, July 29, 2022	Transfer Social	TBA
Friday, August 5, 2022	Transfer Social	TBA

*\*\*All dates/times subject to change*

*\*\*\*Additional dates/times may be added*