

SGPP Peer Mentor Application

Application deadline: Monday, March 20, 2023
Late or incomplete applications will not be accepted.

Position Details

Rate of Pay: \$13.85 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, act as a resource for students and plan various events for SGPP students.

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 2023 - May 2024 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 2023 and Spring 2024 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. If you have questions, please contact Sabryna Jaimez at salers@arizona.edu. If selected for interview, you will be asked to prepare a short PowerPoint presentation.

Application deadline: Monday, March 20, 2023 @ 12:00 pm.

Peer Mentor Timeline 2023-2024

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

April-May 2023	<ul style="list-style-type: none"> • FERPA Training • Plan and prepare transfer socials • Facilitate Transfer Socials for Fall 2023 Admits
June 2023	<ul style="list-style-type: none"> • Facilitate Transfer Socials and Attend Freshmen Orientations for Fall 2023 Admits
July 2023	<ul style="list-style-type: none"> • Various advising center tasks as needed
August 2023	<ul style="list-style-type: none"> • Facilitate Transfer Socials and Attend Freshmen Orientations for Fall 2023 Admits
September 2023	<ul style="list-style-type: none"> • Contact new freshmen and transfers • Assist with Pizza with a Professional and other events
October 2023	<ul style="list-style-type: none"> • Assist advising center with priority registration • Assist with Pizza with a Professional and other events
November 2023	<ul style="list-style-type: none"> • Facilitate Transfer Socials for Spring 2024 Admits • Assist with Pizza with a Professional and other events
January 2024	<ul style="list-style-type: none"> • Facilitate Transfer Social for Spring 2024 Admits • Contact new freshmen and transfers
February - May 2024	<ul style="list-style-type: none"> • Attend recruiting events at community colleges and other venues • Facilitate Transfer Social for Spring 2023 Admits • Assist with Pizza with a Professional and other events • Assist advising center with priority registration • Plan and coordinate additional student outreach events

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

Dates and times Peer Mentors must be available:

Orientation Type	Date	Time
Transfer	April 28, 2023	TBD
Transfer	May 17, 2023	TBD
Transfer	May 19, 2023	TBD
First-Year	May 31, 2023	12pm – 5pm
First-Year	June 2, 2023	12pm – 5pm
First-Year	June 5, 2023	12pm – 5pm
First-Year	June 7, 2023	12pm – 5pm
First-Year	June 9, 2023	12pm – 5pm
First-Year	June 12, 2023	12pm – 5pm
Transfer	June 13, 2023	12pm – 5pm
First-Year	June 14, 2023	12pm – 5pm
First-Year	June 16, 2023	12pm – 5pm
First-Year	June 21, 2023	12pm – 5pm
First-Year	June 23, 2023	12pm – 5pm
First-Year	June 26, 2023	12pm – 5pm
Transfer	June 27, 2023	TBD
First-Year	June 28, 2023	12pm – 5pm
First-Year	June 30, 2023	12pm – 5pm
Transfer	July 6, 2023	TBD
First-Year	July 7, 2023	12pm – 5pm
First-Year	July 10, 2023	12pm – 5pm
Transfer	July 31, 2023	TBD
Transfer	August 2, 2023	TBD
Transfer	August 4, 2023	TBD
First-Year	August 8, 2023	12pm – 5pm
Transfer	August 11, 2023	TBD
First-Year	August 15, 2023	12pm – 5pm

*All times subject to change

**Additional dates/times may be added