The Summer Session office coordinates three Summer Academies exclusively for new incoming domestic, international, and transfer students. The First Year Academy, International Academy, and Transfer Academy programs take place over 6 weeks during the summer, allow students to get a head start with classes, and provide a supportive transition to academic and campus life at UCSC. Academy students take one required academic success 2-credit course, and one 5-credit course of their choice (an academic writing course may be required for some International Academy students). And most importantly students build a supportive community of peers, confidence on campus, and knowledge of campus resources before the rush of fall.

First Year and International Academy students are required to live on campus with other Academy students, Peer Mentors, and Resident Assistants. On-campus housing is optional for Transfer Academy students. Academy students participate in weekly academic workshops, information sessions, and extracurricular activities/events organized by Peer Mentors (you!) with the support of Summer Session staff.

To learn more about the Summer Academy please visit UCSC Summer Session.
JOB DESCRIPTION

The goal of the Summer Academy Peer Mentor is to act as a role model and resource to Academy students by supporting their transition to academic and campus life at UCSC. Peer Mentors share their campus knowledge and experience as current students to assist mentees with successfully navigating academics, campus life, and resources. Living with students in the residence halls, Peer Mentors communicate with their mentees on a daily basis and are the initial go-to for when students require academic, emotional, or psychological support. A successful Peer mentor is a mature communicator and positive tone-setter responsible for creating an inclusive, safe, and fun living environment for new students. Creativity and student event planning skills are a must! Peer Mentors plan and organize weekly extracurricular activities, events, trips, workshops and are responsible for leading and managing all aspects of student life for Academy students during the summer.

QUALIFICATIONS

To qualify for this position, applicants should meet one or more of the following requirements:

- Be a returning Summer Academy mentor.
- Be a Summer Academy alumni who has successfully completed the program with good academic standing.
- Have previous experience on campus as a Peer Mentor, Peer Adviser, Orientation Leader, Resident Assistant, or equivalent.
PAY RATE, HOUSING & DINING

- First Time Mentor: $12.00 per hour
- Returning Mentor: $13.00 per hour
- Lead Mentor: $14.00 per hour
- Returning Lead Mentor: $15.00 per hour
- All Mentors: Housing and dining is paid for during the seven weeks of full-time employment during the summer.

TIME COMMITMENT REQUIREMENT

- **Part-time** 3-6 hours per week from April 6 - June 8
- Availability on May 5th 8:15am-5pm for Mental Health First Aid Training (or show proof of completion)
- Availability for training 10am-12pm on Fridays (required for first time Mentors, optional for returning Mentors)

- **Full-time** 40 hours a week from July 16 - August 31
- **Peer Mentor Training:** Monday, July 16 - Friday, July 21
- **Academy Program:** Sunday, July 22 - Friday, August 31

*While not recommended, Peer Mentors may take one Summer Session 2 course with a workload that is reasonable while working full time. Supervisor approval required.*
HOW TO APPLY

Submit your application through the Career Center’s Employee Request (ER) system - Lead Mentor (ER# 8331), Peer Mentor (ER# 8330), and email application materials to summeracademy@ucsc.edu by January 12:

1. Your resume highlighting leadership, student services, and event planning experience.

2. In 3-4 short paragraphs, please:
   - Introduce yourself
   - Share what excites you about this position AND why you’ll be an awesome Peer Mentor
   - Share a time you worked as part of a team of peers or coworkers. Give two reasons or examples explaining why the team dynamic was strong and why you worked well together

3. Let us know your preference for working with domestic, international, or transfer students - You will be assigned during the Spring quarter based on background, interest, and program needs.

*Please be sure to read the Time Commitment Requirement section to ensure availability before submitting your application and materials.*
PEER MENTOR JOB REQUIREMENTS

- Motivated to live with, work with, and support incoming freshmen and transfer students during their transition to academic and campus life.
- Have a strong interest in organizing student events and can contribute creative ideas for weekly activities, events, trips off-campus, and workshops.
- Comfortable leading groups of 30+ new students around and off campus.
- Must be able to set a positive tone and environment as a leader within groups of mentees and co-mentors.
- Must exhibit a thorough knowledge of campus and resources.
- Must demonstrate strong teamwork, communication skills, and support for co-mentors in your work together.
- Demonstrate maturity, professionalism, and cooperation at all times.
- Must exhibit adaptability and the ability to handle stressful situations calmly.
- Must be self-motivated and able to work without direct supervision.
- Commitment to creating safe spaces, appreciating diversity and respecting differences.
- Flexibility to work in any of the three Academies.
- Must live on-campus in Summer Academy residence halls during full-time employment.
- Must be available to attend all team building, meeting, and training sessions (please see the Time Commitment Requirement section).
- Must not be employed elsewhere while working as a Peer Mentor during the summer.
- Must not enroll in any Summer Session 1 courses.

LEAD PEER MENTOR JOB REQUIREMENTS

- Act as a role model for Co-Peer Mentors - be approachable, professional, & inclusive.
- Demonstrate leadership by setting a positive and professional tone among co-workers at all times.
- Support Co-Peer Mentors - assist them with event planning, answer questions, share leadership experience and knowledge.
- Work closely with and assist the Summer Programs Coordinator.
- Act as the lead in all Academy-related activities, events, programming.
- Feel comfortable leading and facilitating Peer Mentor meetings.
- Feel comfortable delegating tasks to Peer Mentors when needed.
- Assist Co-Peer Mentors respond to difficult situations when needed.
- Provide constructive feedback for Academy program development.
- Assist with Peer Mentor trainings and Academy workshops.
- Manage the Summer Academy Facebook groups.
DUTIES & RESPONSIBILITIES

60% Mentor & Student Leader

Academic Support
As academic role models, Peer Mentors encourage, assist, share tips with students on building good study habits, point students towards academic resources on campus, and assist with assignments when applicable. While Peer Mentors may assist with tutoring, it is not required and mentors should strongly encourage students to take advantage of Learning Support Services (LSS), the Academic Resource Center (ARC), to use office hours, review sessions, and connect with professors and TAs during the summer.

Leadership in Residential Living
Peer Mentors are encouraged to practice an open door policy, making themselves available to answer student questions. Develop camaraderie and positive relationships with mentees living on your residence hall floor. Diffuse conflicts to the best of your ability, respond to problematic behavior, emergencies, and issues within the residence halls with sensitivity and confidentiality. Report safety issues to the appropriate housing staff – Resident Assistants (RA), Coordinator of Residential Education (CRE).

Knowledge of Campus Resources
Share knowledge of how to access and take advantage of campus resources such as: Academic Advisers, College Advisers, Career Center, Counseling & Psychological Services, Slug Support, LSS, ARC, Financial Aid, Student Organizations, Resource Centers, Health Center, OPERS, libraries...
DUTIES & RESPONSIBILITIES CONTINUED...

40% Event Management

Planning
Brainstorm and collaborate with Co-Mentors to plan weekly activities, workshops, trips, and events for students. Peer Mentors will be required to organize at least one weekly extracurricular activity for students living on their floor. Peer Mentors will also be asked to assist with the larger events open to all Academy students such as the annual trip to Seabright Beach and the Academy Talent Show. Peer Mentors are strongly encouraged to organize activities relating to topics and areas of personal interest – share with mentees how you are involved on campus!

Marketing
Market activities, events, workshops, and trips by creating flyers and Google Forms. Promote events to students via email, word-of-mouth, GroupMe messages, Academy Facebook groups etc. Peer Mentors should strongly encourage student participation in all Academy events, workshops, and activities.

Logistics
Implement and carry out activities, workshops, and events planned for the summer. This may include tasks such as coordinating with campus faculty/staff and college activities offices, shopping for supplies and food items, collecting student RSVPs, assisting with event set-up and breakdown, loading and unloading event items from the Summer Session office, and running errands. Peer Mentors will be responsible for leading and supervising students during events.

Examples of successful Activities: Summer Academy Talent Show, College Tours, Movie and Karaoke nights, Trip to San Francisco, Trip to Seabright Beach, Capture the Flag, Career Center workshops, Time Management workshops, Navigating MyUCSC Portal, Preparing for Frosh Orientation.