

UConn First Summer
Student Mentor Job Description
(3 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 Center for Excellence in Teaching and Learning (CETL) staff.

POSITION OVERVIEW:

Under the supervision of the UConn First Summer Program Coordinator and CETL 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 full-time, live-in, 24/7 position requires a 1 week of training commitment (June 19, 2023 – June 23, 2023) and a five week program commitment (July 9, 2023 – August 12, 2023.** SMs must be available to work flexible hours, including night and weekend hours, as necessary, throughout the duration of the program. 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. **The position will include room and board for training and duration of program (applicants may opt in to commute for the week of training only).** This position includes a gross stipend of \$3,900 (before taxes).

In the case that the in-person component of the program must be canceled, courses and programming will move forward in an online format. SMs must be able and willing to work remotely should plans change.

POSITION RESPONSIBILITIES AND DUTIES:

GENERAL RESPONSIBILITIES AND DUTIES:

- Participate in a mandatory 5-day training
- Help create, coordinate, and participate in all UCFS activities under the direction of the UCFS Program Coordinator and/or CETL 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/CETL staff
- Be knowledgeable of, enforce, and abide by all University policies and procedures, as well as State & Federal laws
- Assist and support participants with the transition to UConn, including assisting them in navigating the campus’ academic, residential, social and dining facilities and activities
- Meet and/or communicate daily with the UCFS Program Coordinator
- Attend and participate in staff meetings, activities, and academic and social workshop programs
- Perform administrative duties as assigned including, but not limited to: distributing information, assist with student check-in and orientation, creating door and bulletin board decorations, health and safety inspections, and checking and responding to email and phone communication
- Reside in assigned residence hall room throughout the duration of the Program
- Perform other tasks as assigned and as needed

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 (ie. 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
- Perform other duties related to the UCFS program as assigned by the UCFS Program Coordinator or CETL 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)
- 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
- Must be eligible to work in the US (International students on F-1 and J-1 visas may work on campus within the employment rules authorized by their visa [UConn International Student Employment](#))

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, 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)

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description.

UCFS is currently planning for an in-person summer program on the UConn Storrs campus. Changes may be made to this position description as program planning progresses. If the decision is made in spring 2023 to move the program partially or fully online, the duties and expectations of this role will change.

Qualified applicants will be invited to participate in a group process day on February 24th with a snow date back up of March 3rd.

For more information, please contact us at firstsummer@uconn.edu. Use Subject Line: FS Student Mentor Position

TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:

firstsummer.uconn.edu/summerjobs