DUTIES/RESPONSIBILITIES:

We are teaching the CSP “Health & Humanity” in the Spring 2020 semester and looking for 3 students (juniors or seniors) to serve as Peer Mentors. The Peer Mentors will conduct in-class sessions about good academic practices (such as scheduling study times and assignments, reading carefully and taking good notes, incorporating feedback into the writing process, etc.) and about campus resources (such as IPO, summer research program, national awards and fellowships) that will enhance the first-year students’ experience at Oxy.

Each Peer Mentor will work 8 hours a week (for the 14 weeks of the course). Peer Mentors will be expected to:

- Attend one section meeting for the class, either MWF 9:35 a.m. – 10:30 a.m.; MWF 10:40 a.m. – 11:35 a.m.; or MWF 11:45 a.m. – 12:40 p.m. (3 hours/week); and the plenary, as needed, MWF 12:50 p.m. – 1:45 p.m. (1 hour/week).
- Work together to plan and create peer mentor sessions (2 hours/week).
- Hold an office hour to support students in the class (1 hour/week).
- Meet regularly with the faculty (1 hour/week).

QUALIFICATIONS/PREFERENCES:

- Current Junior or Senior class standing
Employment Period: 1/21/2020 – 4/28/2020
Work Schedule: Varies
Starting Pay Rate: $14.25/hour

To apply, please respond to the following questions and submit to Clair Morrissey at cmorrissey@oxy.edu by Friday, November 22 at 5:00 p.m.

1.) What strategies or tips would you give a first year student for succeeding at Occidental?

2.) Of the academic programs or offices listed below, which have you engaged with during your time at Oxy?

3.) Why are you interested in the position of Peer Mentor? What skills and experiences make you well-suited to this position?

4.) What is your availability on MWF for attending sections and the plenary?

We envision Peer Mentors designing and leading a range of support sessions, for example:

- Scheduling your work (i.e. – blocking out work times, meeting deadlines, appropriate self-care)
- Study skills; making use of academic support service (i.e. – the Writing Center, AMP, SSAP, Peer Subject Advisors, etc.)
- How to use instructors’ feedback (i.e. – office hours, understanding instructors’ comments, making a plan for improvement, etc.)
- International Programs
- Career Center/Internships
- Summer Research Program
- National Awards & Fellowships