Peer Mentor Internship Description

Peer Mentors are third and fourth year students who advise and mentor first year students in their respective colleges. Peer Mentors will promote informed academic decisions, help familiarize students with University academic support services, prepare students for meetings with their faculty advisors, and expose students to curricular and co-curricular opportunities across campus. Peer Mentors’ primary function will be to do whatever they can to assist first time first-year students with their transition into the University of Vermont. Peer Mentors will give honest and constructive advice when they are qualified to do so; however, when an issue falls outside of their purview, they must be prepared to act as a referral and direct students to the appropriate campus resources, such as the Advising Center.

Responsibilities:

- Meet with mentee at least once at the beginning of each semester and once before each course registration.
- Regularly check in with mentee throughout each semester, and make yourself available to them for questions and concerns.
- Educate mentees about their responsibilities with regards to their relationship with their faculty advisor.
- Teach mentee about the course registration process and connect them with necessary resources.
- Inform mentee about internship and employment opportunities and encourage mentee to attend job fairs with the mentor.
- Connect students with co-and-extracurricular opportunities based on their mentee’s interest.
- Complete post-meeting report forms after all meetings with mentee.
- Inform mentee about appropriate campus resources in all areas that extend beyond the scope of a student mentor, which include but are not limited to: mental health and complex curricular advising.
- Participate in mandatory trainings, as well as online trainings as needed.
- Participate in monthly staff meetings.

Requirements:

- Rising junior or senior status, with at least two complete semesters at UVM prior to start date, and at least one full academic year at UVM remaining, spent on the Burlington campus
- Minimum cumulative GPA of 2.7/4.0, to be maintained throughout their tenure as a Peer Mentor
- Compliance with all time commitments, including mandatory spring and fall training sessions
- An interest in positively engaging with and helping other students.
- Excellent interpersonal, communication and time management skills.
- Ability to work effectively with diverse populations of peers, staff, and faculty.
- Capacity for respectful dialogue, discretion and mature decision making.
- A commitment to promoting equity and inclusion at UVM.
- The ability to maintain strict confidentiality and uphold policies set forth by the Family Educational Rights and Privacy Act

**Terms:**
- Remote availability during the summer and on-campus availability during fall and spring semesters.
- $250.00/semester stipend.