

Peer Mentor Job Description

Qualifications:

- BTA, IS, CS, or CMPE major
- Sophomore standing with at least a 3.0 cumulative GPA
- interested in helping new students successfully navigate and success in the first year of computing majors at UMBC

Duties:

- contribute to the design and implementation of the professional development sessions included in the course syllabus
- track attendance
- lead classroom discussions as assigned
- share own experiences to provide students with perspective
- assist with grading of journal entries and resume/cover letter assignment
- communicate at least with students via Blackboard or other similar package
- attend team meeting with co-PIs to discuss student progress and issues
- attend peer mentor meeting with Dr. Martin
- communicate with students via Blackboard or other similar package
- invite course students to two events during the semester with you- one career and/or professional development type event hosted by the Career/Shriver Center and another related to your major hosted by the the department or a student organization related to your major.
- serve as coach for one project team

Expectations:

- attend all professional development sessions delivered by Dr. Martin
- arrive to class on time and be prepared for assigned role during each session
- Model expected classroom behavior (in terms of attention, participation, and minimal multi-tasking).
- Maintain a realistic and balanced perspective when sharing opinions
- arrive to team meetings on time and ready to contribute
- arrive to all weekly peer mentor meetings on time and ready to contribute
- communicate on a consistent and timely basis with faculty about class and student issues
- maintain confidentiality
- meet established deadlines
- complete payroll process with Camilla Hyman in CSEE department
- get time sheets accurately prepared, signed and turned in on time