

WARREN COLLEGE MENTOR PROGRAM INTERN

Title	Warren Peer Mentor Program Intern	Supervisor	Carey Wallace
College	Warren	Application	Resume & Cover Letter
Desired Start Date	22-May-17	Work study	not required but may be used
Duration	17-Jun-18	Employer	UCSD - Warren College
Title Code	STDT 3		
Pay Rate/Hour			

DESCRIPTION

Serving under the supervision of the Assistant Dean of Student Affairs, this position is responsible for the development and maintenance of the Warren Peer Mentorship Program. An ideal candidate will be a student who is interested in further developing leadership skills for self and others, has experience with program coordination and volunteer management, proficient interpersonal and communication skills, and can work well

Responsibilities:

- Recruitment and selection of student mentors
- Coordination of quarterly training sessions for student mentors; including creation of training schedule and related materials, coordination of campus resource presentations, reserving rooms and equipment, and ordering meals when needed
- Creation of annual calendar of events and meetings for mentors and mentees
- Advertising and marketing the program to new students; including online and social media advertising, tabling, creating posters/flyers for distribution, and coordinating mentor participation in recruitment efforts
- Matching mentors and participants
- Assist supervisor in the creation and implementation of educational, social, and well-being events and workshops to engage mentors and new students; including the coordination of campus department presentation, tracking budget, coordinating mentor participation in event planning and execution, advertising, and coordination of event logistics
- Creation of quarterly Peer Mentorship Program newsletter
- Hold regular office hours and meet with mentors and program participants
- Regular communication with mentors and program participants
- Administrative tasks: Maintain program documents, track mentor training requirement completion, track program budget, manage social media and email accounts
- Must be available to work regular hours in the Warren College Student Affairs Office during regular business
- Additional Responsibilities: as assigned.

Qualifications:

- Must be registered UC undergraduate student
- Must pay UCSD student services fees each quarter working (SP'17 UCSD student services fees to work summer).
- Proficient interpersonal skills
- Must be comfortable working and communicating with a diverse group of individuals
- Preference given to students with good conduct and in good academic standing
- Must be able to communicate effectively, verbally, electronically, and in writing
- Ability to coordinate and market programs
- Must be flexible and have ability to adapt readily and appropriately to the changing demands of a program, project or assignment
- Experience working with committees, peers, or volunteers in a leadership capacity and the ability to delegate tasks.
- Demonstrated knowledge of College and campus resources.
- Adherence to campus confidentiality policies and procedures.
- Proficient in Microsoft Office programs and standard office machinery
- Must have thorough knowledge of Warren College and the Warren College community
- Must be authorized to work in the US and provide all supporting documents

How To Apply

- Submit resume and cover letter indicating interest in the position to warrendean@ucsd.edu or the Warren College Student Affairs office, in the EBU3B building, room #1148 no later than 4:00 pm May 12, 2017
- Complete Warren College Applicant Information Form online at <http://warren.ucsd.edu/student-life/leadership/employment.html>

NOTE: If you have any relatives employed at UCSD, you must include the name, relationship and department where employed in your cover letter. This information is used only for the purpose of complying with the University's nepotism policy.