Graduate CAP Cohort Peer Mentor (Rolling Application / Pending Enrollment)

University of Delaware
English Language Institute
Conditional Admissions Program (CAP) Cohort Program
108 E. Main Street
Newark, DE 19711

Year Round
Positions are offered by 7-week or 8-week session with opportunities for renewal in subsequent sessions (October, January, March, May, July, and August).

Duties

At all times, the Graduate CAP Cohort Peer Mentor should conduct themselves professionally and set a good example for his/her students, especially when acting in an official capacity. The Graduate CAP Cohort Peer Mentor not only represents his/her cohort, but also the CAP program, the ELI, and UD.

Student-Centered
- Connect with your cohort of 6-12 students on a personal level
- Collect information about your students’ likes, dislikes, goals, interests, etc.
- Attend at least one Graduate CAP Cohort class per week with your cohort
- Plan, schedule, and communicate 3-4 events per week in addition to required events
- Send events communication via e-mail to cohort’s UD e-mail addresses by 8pm each Sunday
- Attend approximately 2 events per week with cohort students
- Attend 2 individual meetings with each student to discuss progress towards learning outcomes (mid-session and final)
- Communicate regularly with students in person and via phone or text
- Encourage students to engage fully in activities and class and to speak English

Instructor-Centered
- Include instructor on cohort communications
- Inform instructor about students’ lives, opinions, challenges, and progress
- Meet and communicate regularly with instructor
- Share event and communication records with instructor
- Share ideas and input on events and communication best practices with instructor
- Discuss any challenges with instructor first; then bring any instructor challenges to the Graduate CAP Cohort Coordinator for further action

Administrative
- Spend an average of 10 hours per week on cohort activities (student, instructor, or administrative). Seek specific permission from the supervisor for working less than 5 hours or more than 10 hours in one week.
- Keep careful and exact records of hours
  - On Google timesheet – editable, should be accurate and updated each day
On UDTime – clock in and clock out
• Keep records of event attendance and engagement and communication frequency and quality for each student
• Answer e-mails within 24 hours
• Monitor the Graduate CAP Cohort Google calendar for events, deadlines, and changes
• Take initiative to ask questions when instructions or communications are not clear
• Collaborate with coworkers in a collegial and professional manner

• Mentor students (6-12) in preparation for academic, cultural, and social life at UD and for professional life
• Attend afternoon CAP Cohort class as assigned by CAP Cohort Coordinator
• Identify UD, ELI, and community events that would support CAP Cohort students’ academic, professional, cultural, and social development. Review these ideas with the CAP Cohort Instructor.
• Accompany students to events and classroom observations
• Participate in an overnight off-site retreat as applicable
• Attend training provided by ELI staff

Qualifications
• Enrollment as a graduate student at the University of Delaware
• Interest in working with international students
• Experience working on teams
• Leadership experience
• Working knowledge of the University of Delaware extracurricular activities and familiarity with service learning at the University of Delaware and in the Greater Newark region.
• Peer Mentor positions do not require previous work experience, although effective time management, dependability, accuracy, and strong service orientation are desired characteristics.
• Some peer mentor positions may have special requirements such as typing skills or computing/technology experience.

Supervisor
CAP Cohort Graduate Coordinator

Hours
8-10 hours a week

Wages
Minimum of $13.00/hr.

Apply
To apply, please send your resume, current transcript, and contacts for on campus references to CarolAnn Buzzard at carolann@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.
The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.htm