Undergraduate 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 Undergraduate 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 UG CAP Cohort Peer Mentor not only represents his/her cohort, but also the CAP program, the ELI, and UD.

There are three key areas of accountability for this position:

Student-Centered
- Connect with your Cohort of 8-12 students on a personal level
- Collect information about your students’ likes, dislikes, goals, interests, etc.
- Attend at least one CAP Cohort class per week with your cohort
- Plan, schedule, and communicate 3-4 events per week that meet Cohort social, academic, and cultural goals, 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, via email, or via phone (text/call)
- Encourage students to engage fully in activities and class and to speak English
- Attend an overnight off site retreat as applicable

Instructor-Centered
- Include instructor on cohort communications
- Inform instructor about students’ lives, opinions, challenges, and progress
- Meet and communicate regularly with instructor (one per week meeting, typical) and notify instructor in advance of any changes/delays in meeting times
- Provide weekly grade feedback on student participation and communication (using provided rubric) via Canvas by Sunday evenings
- 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 Undergraduate 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 Undergraduate 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

Qualifications

- Enrollment as an undergraduate 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 important characteristics for all types of library work.
- Some peer mentor positions may have special requirements such as typing skills or computing/technology experience.
- Foreign language abilities are not required but are highly valued.

Supervisor
Undergraduate CAP Cohort Coordinator

Hours
10 hours per week

Wages
Minimum of $10.00/hr.

Work-Study Grants
University students interested in working in the ELI are encouraged to contact the Office of Student Financial Services, 122 Student Services Building, 30 Lovett Avenue, 831-2873 to determine eligibility for state and federal work-study grants.

Work-study grants are one form of financial assistance for students working part-time on campus.

Apply
To apply, please send your resume and two references to Rachel Lapp rlapp@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.