

Graduate Assistant - Arch Scholars Peer Mentoring Program 2024-2025 Academic Year

Position Description: The graduate assistant will manage and lead the Arch Scholars Peer Mentoring Program which pairs first-generation and lower-income students with undergraduate mentors who are typically alumni of the program. The graduate assistant will plan and run biweekly workshops for the peer mentors, introducing topics relevant to the rhythms of the first year and suggesting strategies by which mentors can share their own experiences navigating challenges and finding support.

Job functions:

- Lead an orientation with the peer mentors the first week of the fall term
- Assign mentors to mentees within the first week of the fall term
- Lead biweekly workshops for peer mentors on topics such as imposter syndrome, time management, communicating with professors, etc.
- Plan social events for mentors and mentees (at least 1 per term)
- Meet with Arch Scholars team weekly to discuss program and any issues that arise
- Input S/U grades for peer mentees at the end of each quarter

Required skills:

- Ability to manage small groups
- Strong interpersonal communication skills
- Ability to anticipate upcoming issues and respond creatively to unexpected challenges

Preferred experience: The ideal candidate will have a strong background working with and coaching small groups in an educational setting. Participation in programs such as Posse, Teach for America, or similar initiatives geared to fostering student success is an asset. Candidates who are first-generation college students or from low-income backgrounds are strongly encouraged to apply.

Required education: successful enrollment in a Weinberg College Ph.D. program

Expected hours of work: 10 hours/week