

## **Coordinator of Peer Mentoring and Learning Support**

**Job Category:** Student Services

**Unit:** Bright Success Center

**Position Code:** SBSC8388A

**Status:** Open

**Salary:** \$50,000 - \$60,000 Annually

**Location:** Merced

### **Background**

**check:** Background check is required

**Description:** Reporting to the Associate Director, the Coordinator for Peer Mentoring and Learning Support utilizes skills as a seasoned, experienced professional to help and mentor students. Applies the full range of knowledge and strategies related to learning, helping and mentoring skills for new students. Coordinates new student learning support initiatives through mentoring, course work, workshops, and collaborations with peer educator groups, schools, and departments. Addresses the academic, social and emotional transition needs of new students through coordination of the mentoring program. Coordinates virtual connections and technology initiatives for new students. Works independently, receiving guidance in unusual or particularly complicated situations.

### Key Responsibilities:

Delivers mentoring programs to students that enhance academic success through group, one- on-one, and course-based formats of service for a wide range of learning and transition issues. Uses online tools to develop program objectives for mentors and mentees. Maintains international certification status requirements for mentorship program. Develops and coordinates virtual connections and learning tools for the Bright Success Center through the use of various online and technology tools to adapt services to specific learning preferences, personalities and student populations. Supervise and guide a staff of undergraduate Success Mentors, Peer Instructors and a Digital Media Assistants. Coordinates recruitment and selection processes for undergraduate staff. Develop and maintain staff development and training programs. Educates staff on effective lesson design strategies and active learning techniques. Ensures staff are trained and develop skills in areas including mentorship, communication, and learning styles. Responsible for corrective action as needed. Applies and implements innovative new student transition support models, strategies and tools to support and enhance student learning, academic success, and intellectual development. Mentors undergraduates to enhance intellectual and professional trajectories through individual learning consultations, referrals, study skills workshops, co-teaching a section of Undergraduate Studies 010 and participation in mid-semester success workshops. These activities may occur during day, evening and weekend hours.

- Qualifications:**
- Bachelor's degree in related area and three years of progressively responsible related experience or equivalent experience / training required.
  - Master's degree in related area and/or equivalent experience/training

preferred.

- Experienced knowledge of specific student development theory, learning styles, affective issues, academic issues, and socio-cultural/linguistic issues in applying academic support to students required.
- Knowledge of how learning, helping, and mentoring skills issues apply to a research institution required.
- Knowledge of academic curricula preferred.
- Knowledge in designing and implementing learning and pedagogical models required.
- Knowledge of strategies in critical thinking, reading, writing, note taking, test taking, time management, and goal setting required.
- May require knowledge of NCAA policies, rules, and regulations preferred.
- Interpersonal skills required.
- Skills in judgment and decision-making required.
- Problem solving and organizational skills required.
- Knowledge of current research, technological tools and theoretical models that influence the application and delivery of academic services (e.g., discipline specific, student-population specific) preferred.
- Multicultural competencies, knowledge and experience working and interacting effectively with diverse groups of staff, faculty, and student populations required.
- Knowledge of program development, data gathering, assessment, and evaluation skills required.

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247.

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at

<http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>