

JOB INFORMATION

Effective Date	12/1/2022
Job Code:	2128
Job Title:	Assistant Director, Peer Mentors
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The Assistant Director, Peer Mentors is responsible for oversight of mentoring programs and serves as point of contact for faculty, staff, alumni, mentees, and high school personnel. Supervises the recruiting, hiring and training of mentors. Will actively participate in campus outreach, orientations, and recruitment events. It is expected that the Assistant Director will develop strong partnerships with faculty, students, alumni, and staff across the university to strengthen the mentoring program.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Master's Degree	Degree in Higher Education, Curriculum and Instruction, College Student Development, Psychology, Counseling, or other related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum five years of experience in higher education designing and developing instructional programs. Experience working with traditional aged college students as well as supervisory experience.	Required	
Less than 3 yrs	Experience designing, developing and implementing events, programs and activities to support college student success.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of College Student Development Theory and program and learning outcomes assessments. 	Proficient
<ul style="list-style-type: none"> Knowledge of peer mentoring and peer mentoring models. 	Proficient
<ul style="list-style-type: none"> Knowledge and skills in working with students from culturally diverse backgrounds. 	Proficient
<ul style="list-style-type: none"> Must be a good communicator and organizer with strong project management skills. 	Skilled
<ul style="list-style-type: none"> Must have strong organization skills and the ability to respond to multiple parties in a timely manner. 	Skilled
<ul style="list-style-type: none"> Ability to learn and utilize PeopleSoft, Microsoft Office, and EAB/Navigate. 	Skilled
<ul style="list-style-type: none"> Must have strong and effective communication skills with a passion for helping students. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Create a minority male mentoring program that will assist with retention of African American males, and then create other targeted mentoring program for other ethnicities. 	25%
<ul style="list-style-type: none"> Oversee the daily operations of the peer mentoring program and combine mentoring programs across the UHCL community including reporting on mentoring programs. 	25%
<ul style="list-style-type: none"> Recruit, hire, train, retain, and supervise mentor staff. Create mentor training programs. 	15%
<ul style="list-style-type: none"> Work closely with departments with mentoring programs to combine efforts to serve all students. 	10%
<ul style="list-style-type: none"> Provide outreach to neighboring high schools to create a mentoring relationship between high schools and UHCL. 	10%
<ul style="list-style-type: none"> Participate in Student Success Center outreach to students, staff, and alumni to promote the mentoring program to incoming and current students. 	10%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description