

Title: CSP Undergraduate Peer Mentor

Position Summary

The CSP Undergraduate Peer Mentor works directly with students in traditional undergraduate programs who are enrolled in the College Success Program for Students with Autism Spectrum Disorder (CSP). The primary responsibilities of the position involve supporting CSP students with understanding campus life, managing academic responsibilities, developing positive peer relationships, and navigating the Eastern University campus and the surrounding community.

Program: The College Success Program for Students with Autism Spectrum Disorder

Number of Available Positions: 5

Compensation: Stipend - \$1,485.00 per semester

Position Availability: Fall and Spring semesters

Hours per Week: 8-10

Supervisor: College Success Program Coordinator

Job Qualifications:

A qualified CSP Undergraduate Peer Mentor will:

- Be a sophomore, junior, or senior in good standing in an Eastern University traditional undergraduate program
- Have documented previous work experience with individuals with Autism Spectrum Disorder (preferred) or in another human services related field
- Possess effective written and oral communication skills
- Demonstrate good citizenship in the Eastern University community as evidenced by a positive recommendation from the Dean of Students
- Be available for two consecutive semesters (i.e., fall & spring semester of the same academic year)
- Be a residential student with prior experience living in an EU residence hall
- Have a valid driver's license (preferred)
- Be able to provide visual and auditory supervision of CSP students in a variety of contexts
- Demonstrate the following qualities:
 - enthusiastic
 - creative
 - open-minded
 - self-motivated
 - team player
 - observant
 - compassionate
 - patient
 - self-aware
 - independent
 - organized
 - articulate

Job Responsibilities:

- Attend the CSP mentor training program
- Attend the CSP’s orientation program for new CSP students
- Serve as a peer mentor for CSP students
- Work with the CSP Coordinator, other CSP Peer Mentors, and CSP Graduate Mentors to plan and organize on- and off- campus activities for CSP students
- Participate in individual face-to-face meetings with assigned CSP students a minimum of two times per week during the Fall and Spring semesters
- Help CSP students manage academic responsibilities, particularly assisting students with planning their work and monitoring their grades
- Accompany CSP students to various campus sponsored activities throughout the Fall and Spring semesters. Examples of campus sponsored activities include, but are not limited to sporting events, concerts, theater and dance productions, and events sponsored by the Student Activities Board
- Accompany CSP students to various activities throughout the Fall and Spring semesters that are not officially sponsored by Eastern University. Examples of activities include, but are not limited to eating in the Dining Commons, visiting Zime, The KaGe, or Breezeway Café, informal student gatherings, and fitness activities
- Participate in weekly Peer Mentor group supervision with the CSP during the Fall and Spring semesters
- Participate in monthly meetings with all CSP Peer and Graduate Mentors
- Participate in other CSP staff meetings as scheduled
- Complete required documentation in a timely manner
- Other duties as assigned by the College Success Program Coordinator

Estimated breakdown of weekly hours:

Supervision with CSP Coordinator	1-1.5 hours per week
Face-to-face meetings with CSP students	4-6 hours per week
Planning and documentation	.5-1 hour per week
Participation in activities with CSP students	1-5 hours per week