

Position Description Access ETSU BucMate (Peer Mentor)

Position Overview:

Access ETSU is an inclusive postsecondary education program at East Tennessee State University that provides young adults with intellectual disabilities a college program in which the students participate in all typical campus academic and student life activities. In addition, Access ETSU students participate in high quality and fully inclusive work-based learning experiences aligned with their career interests.

Peer mentors (BucMates) are ETSU students who are paired with Access ETSU students in mutually empowering and positive peer relationships. BucMates support Access ETSU students in navigating university life and the campus community in academic, vocational, and social contexts. Peer mentorship activities and roles may include assisting with coursework inside and outside the classroom, job coaching, sharing workouts or lunches, attending campus functions such as sporting events, concerts, and more. BucMates are the primary direct support for Access ETSU students and the backbone of our inclusive and innovative postsecondary program.

Any undergraduate or graduate students who are motivated and interested in accessibility, inclusion, and disability justice are encouraged to apply, regardless of course of study. A variety of positions are available and scheduling and time commitments are flexible, but we ask mentors to commit a minimum of 2 hrs/wk to the Access ETSU program.

The Access ETSU Program Coordinator will supervise BucMates and be responsible for scheduling and program implementation in collaboration with other Access ETSU project staff and faculty.

Interested candidates, please contact us at accessetsu@etsu.edu or visit us in the Clemmer College, Warf-Pickel 423 for application and information.

Duties

1. Work cooperatively with the Access ETSU Program Coordinator and team members in program planning and implementation to achieve the goals and objectives of the Access ETSU program.
2. Provide day-to-day **academic support** inside and outside classroom for Access ETSU students including but not limited to: academic planning and organization, note-taking assistance, tutoring, homework assistance, study sessions, adapting course materials, and more.
3. Provide day-to-day **vocational support** including but not limited to: job coaching, development of on-job vocational supports (e.g., visual prompt cards, checklists, video modeling, etc.), workplace readiness training, job-related assessments, evaluations, observations and more.
4. Provide day-to-day **social support** including but not limited to: attending campus events based on Access ETSU students' interests (e.g., sporting events, concerts, movie nights, etc.), browsing ETSU social calendars with Access ETSU students to identify activities of interest, having lunch together, working out together, attending clubs and other extracurricular activities together, and more.
5. Complete periodic trainings, observation forms, attend meetings, workshops and other staff development activities as determined by Access ETSU program team.
6. Think of creative ways to foster campus inclusion and a successful, fulfilling college experience for Access ETSU students.
7. Enrich the Access ETSU program with your own unique skills and interests.

8. Other related duties as assigned.

Required Qualifications:

1. Current ETSU undergraduate or graduate student.
2. Able to commit a minimum of 2 hours per week to the Access ETSU program.
3. Strong interpersonal and communication skills.
4. Accepting of and committed to diversity, equity, and inclusion.
5. Demonstrated analytical ability, good judgment, and ethical standards.
6. Motivated, interested, and open to learn.
7. Commitment, understanding, and passion for the Access ETSU mission.

Preferred Qualifications:

1. Course of study in Rehabilitation Counseling, Education, Special Education, Social Work or related field.
2. Experience working with young adults with intellectual disabilities or other young people in mentorship settings.
3. Strong organizational, leadership, and administrative skills.
4. Excellent written and verbal communication skills.
5. Experience working independently and with collaborative teams.
6. Continual attention to detail, establishing priorities and meeting deadlines, ability to work well under pressure, and ability to manage multiple tasks and demands
7. Strong computer skills especially with Microsoft Word, Excel and PowerPoint as well as with online technologies including those used for academic modifications and adaptations.
4. Knowledge and experience of postsecondary academic and student services.