



Peer Mentor Job Description

Reports to: Director of Leadership and New Student/Family Orientation

SUMMARY

The primary purpose of this position is to mentor new students as *Blue Jays...Always* from the summer before they begin College and throughout the first-year as they find their unique place in our campus community.

ESSENTIAL FUNCTIONS

- Guide new students and their families through June new student orientation (NSO)
- Serve as a resource for incoming students as they prepare to move in for the fall semester
- Lead a positive NSO experience for all new students, and especially through servant leadership of one's assigned first-year seminar peer group
- Facilitate discussions with new students at both June and August NSO
- Mentor students from assigned First Year Seminar (FYS) throughout the entire first-year related to the College mission and values, including strengths-based leadership, service, and integrity.
- Work with FYS faculty member to ensure students are supported
- Facilitate five FYS Roundtable sessions for peer students during the fall semester (Wednesdays at 11:00 am); content is determined by the first-year seminar program
 - Peer Mentors for Transfer students will also facilitate Roundtables during the Spring semester
- Work as a strengths-based teammate with resident assistants and other student leaders who play a role in leading NSO
- Engage in training and development to continue growth as a student leader
- Relay any concerns about students to the appropriate individual; in the case of an emergency, contact Campus Security immediately
- Submit time card edits/additions (including work log) to Lead Peer Mentor each week by Sunday morning

REQUIREMENTS

- Sophomore, junior, or senior
- GPA of 2.7 or higher
- Effective leadership, communication, and collaboration skills
- Attend all training, including:
 - Spring (TBD)
 - June training and June NSO (June 20-25, 2022)
 - August training & NSO (August 15-21, 2022)
 - Fall (TBD)

WORK-FORCE READINESS JOB SKILLS GAINED FROM THIS POSITION

- **Leadership:** using an understanding of own strengths, calling, and emotional intelligence, peer mentors will engage in leadership of peers by valuing uniqueness, pursuing a common vision, modeling the way, and encouraging the heart.
- **Teamwork:** effective interpersonal skills allow peer mentors to engage their team, including peer mentor cohort, FYS faculty member, and peer students, in ways that advance the College’s mission of servant leadership, ethical integrity, and purposeful life.
- **Professional/Work Ethic:** serving as a role model and mentor are essential functions of this role, which requires integrity, dedication, initiative, and a commitment to serving others above self

PAY

First-year Peer Mentor: \$9.00/hour

Second-year Peer Mentor: \$9.25/hour

Third-year Peer Mentor: \$9.50/hour

(increase of \$1.00/hour due to Student Senate & Senior Leadership Team initiative effective 1/1/2022)

SUGGESTED HOURS WORKED PER YEAR

PEER MENTORS	Fall Hours	Spring Hours	Description
Co-Curricular Student Development			
Individual Meetings with FY Students	10		meet w/each first year (end of Oct)
Weekly interaction with FY students	15		approximately 1 hr per week
Events	5		
Training & Development	5	12	meetings w/cohort leader, spring training
Total Co-Curricular	35	12	
Curricular Student Development			
Roundtables	10		5 roundtables: 30 mins prep; 60 mins to run
Meetings w/FYS Faculty or Other	10		
Academic Support			
Total Curricular	20		
GRAND TOTAL	55	12	

In addition to the above hours, peer mentors work one week in June and one week in August (for training and orientation)

**This serves as a guideline; it is in no way intended to be a contract that guarantees hours.*

PERFORMANCE APPRAISAL

Each Peer Mentor will have a performance review with the Director of Leadership and New Student/Family Orientation, including input from first-year seminar faculty, first-year students, and their lead peer mentor.