



2021 Peer Mentor Position Description

Peer Mentors will be responsible for providing guidance and mentorship to students and instructional support for faculty in one section of INTG 105: College Success Course. This course is a 1-credit course for incoming First-Year students that will meet once weekly for 55 minutes throughout the fall semester. The course aims to foster a sense of belonging, promote engagement in curricular and co-curricular campus life, articulate expectations of students, and help students continue to clarify their purpose, meaning and direction in their professional and personal lives. Peer Mentors will develop meaningful relationships with their mentees, gain practical competence to carry out duties successfully, and develop an understanding of their personal leadership style and goals.

Reports To:

First Year eXperience (FYX) Co-Directors

This position is a multi-faceted one, requiring skills and flexibility in:

Time Management & Organization: Peer Mentors are expected to be positive examples of a CSBSJU student, meaning your engagement in on-campus activities, experiential learning, and coursework are all important. Effective engagement means effective time management and organizational skills to ensure you are meeting expectations. PMs are expected to show up on time for INTG 105 class, out-of-class activities, and meetings; adjusting accordingly to changes in schedule; completing online training activities and email outreaches to mentees by established deadlines; and effectively balance other obligations.

Communication: Peer Mentors are expected to share information and concerns with your instructor and/or FYX staff in a timely manner; maintain confidentiality with student information; facilitate small and large group discussions around course content; possess strong one-to-one communication skills and excellent listening skills for mentor-mentee meetings; and ability to develop useful and timely written/email communication to mentees.

Inclusion and Relationship Building: respecting and celebrating the differences of mentees; creating an inclusive environment for all new students; encouraging interactions within small and large group; providing a platform for approachable, individual conversations; facilitating social connections; forming effective relationship with instructor, mentees, and FYX staff.

Knowledge of CSB/SJU & Information Sharing: sharing knowledge of resources and events as they relate to the first year students including policies, procedures, campus departments & offices, and opportunities for involvement; promoting full participation in the classroom discussions and activities; ability to communicate information in a variety of formats depending on student needs (Canvas, email, in-person); willingness to share personal experiences, tips, and tricks.

Critical Thinking & Problem Solving: identifying problems or concerns and taking steps to address and/or report the issue; formulating and evaluating possible solutions to problems, with or without guidance from supervisor;

working through stressful situations and handling them appropriately; responding to unclear or ambiguous situations or directions; knowledge of when to make a referral or take steps for intervention.

Teamwork & Leadership: collaborating with Instructor, fellow peer mentors, and FYX staff to reach a shared vision & goal of supporting a holistic first-year experience; mediating and addressing conflict; fostering community among mentees; serving as a positive representative of CSB/SJU; attending all trainings and workshops as required by FYX staff.

Other Requirements:

- Priority is given to students with Junior or Senior status. Sophomores are still encouraged to apply.
- Peer Mentors must have a 2.5 minimum GPA and be in good standing with the institutions.
- Peer Mentors must be full-time undergraduate CSB/SJU student upon application through Fall 2021.
- Expertise with campus technology (Canvas, Zoom, Banner, the Hive, Degreeworks, Forms Manager, Microsoft 365 etc.) is desirable but not required.

Length of Position – Interviewing, Training, and Beyond:

The Peer Mentor's responsibilities run August – December. Some training is expected in July and August to prepare for the role.

Interview Process:

- PM Candidates will participate in a two-part Virtual Hiring Process in March 2021. This will include virtual group interviews and an individual virtual interview.
- Candidates hired outside of our spring hiring dates, must be recommended by a Faculty or Staff member and may be asked to interview or complete individual take-home assignments.

Training:

- All students selected to be Peer Mentors are required to attend our Virtual Peer Mentor Orientation on April 28 from 12pm-1pm and our Student Leader Spring Speaker during the first week of May. Details will follow if selected.
- During the summer months, Peer Mentors will complete an online Canvas Course to further prepare you for your role in the classroom. The Canvas Course is to be completed by the second week of August and will not be burdensome to other summer plans you may have.
- All Peer Mentors are required to attend the Instructor/Peer Mentor Joint Workshop on August 25th from 3:30-4:30pm. Peer Mentors are eligible for early on-campus move-in.

Fall Semester:

- The first meeting of INTG 105 takes place during Orientation Weekend and Peer Mentors are expected to be present.
- Starting the first week of classes, Peer Mentors are expected to put in 2-3 hours of work per section, per week. This includes 1 hour in class with your mentees and 1-2 additional hours prepping for the course, meeting with your instructor partner, facilitating out-of-class activities, and being available to students as needed.
- Peer Mentors can expect two weeks of “busy” time during the semester where they may put in 8-10 hours per week meeting one-on-one with each mentee.
- Ongoing training during the fall semester includes submitting the First Six Weeks assessment and attendance at monthly team check-in meetings.

Compensation:

All Peer Mentors are eligible to receive a \$100 stipend upon successfully completing summer training duties, paid out in early Fall semester. During Fall semester, Peer Mentors will be paid at the hourly student employment rate, submitting timecards for their regular assigned duties and ongoing training.