



First-Year Experience

2023 College Success Course Peer Mentor Position Description

In support of the CSB and SJU First-Year Experience, Peer Mentors (PMs) are responsible for providing guidance and mentorship to students and instructional support for instructors in one section of INTG 105: College Success. This is a 1-credit course for incoming first-year students that meets once per week 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, and help set first-year students up for success at CSB and SJU. Peer Mentors will develop meaningful relationships with their mentees, gain practical competence to carry out duties successfully, and further develop their own leadership skills and abilities.

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

- **Time Management & Organization:** adhering to the peer mentor training and INTG 105 class schedule; showing up on time for activities, trainings and class sessions; ability to follow directions and stay on task; adjusting accordingly to changes in schedule and course plans; completing online training activities, planning with the INTG 105 instructor, and providing 1:1 meeting opportunities for mentees.
- **Communication:** sharing information and concerns with the assigned INTG 105 instructor and/or FYX staff in a professional and timely manner; maintaining confidentiality with student information; facilitating class activities as part of course content; demonstrate strong interpersonal communication skills (e.g., excellent listening skills) for one-on-one meetings with mentees; and ability to develop effective and timely written/email communication with the INTG 105 instructor and mentees.
- **Inclusion and Relationship Building:** respecting and celebrating the differences of mentees, instructors, and first-year students; creating an inclusive environment for all new students; encouraging interactions within small and large groups; 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, but not limited to: 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).
- **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 and SJU; attending all trainings and workshops as required by FYX staff.

Other Requirements:

- Must be present for the **entirety** of Peer Mentor Training in the fall and through the INTG 105 fall semester class schedule (dates below)
- 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 or SJU student upon application through Fall 2023.
- Expertise with campus technology (Canvas, Zoom, Banner, the Hive, DegreeWorks, Forms Manager, Microsoft 365 etc.) is preferred but not required.

INTERVIEW PROCESS:

- Peer Mentor Candidates (new and returning) will participate in an interview with a faculty or staff member in late March 2023.
- Candidates hired outside of our Spring 2023 hiring dates, must be recommended by a Faculty or Staff member and may be asked to interview or complete individual take-home assignments.

MANDATORY TIME COMMITMENTS AND SUMMER WORK:

Peer Mentor’s main responsibilities run August – December. Attendance at a Spring 2023 and August 2023 training is required to prepare for the role. See below for the training schedule.

<p>Spring 2023 Training</p>	<p>Thursday, April 20: 5:30 – 7:30pm</p> <ul style="list-style-type: none"> • Orientation Leader/Peer Mentor Training (5:30 – 7:30pm) • Dinner provided
<p>August 2023 Training</p>	<p>Sunday, August 20</p> <ul style="list-style-type: none"> • OL and PM move-in day • Welcome Dinner and Training (5:30pm – 7:30pm) <p>Monday, August 21</p> <ul style="list-style-type: none"> • OL and PM Training (All Day) <p>Tuesday, August 22</p> <ul style="list-style-type: none"> • OL and PM Training (All Day) <p>Wednesday, August 23</p> <ul style="list-style-type: none"> • OL and PM Training (All Day) • Community Leaders Picnic and Celebration (5:00 – 6:30pm)
<p>New Student Orientation 2023 & the start of INTG 105</p>	<p>Thursday, August 24</p> <ul style="list-style-type: none"> • Assist with new student Move-In Day (8:00am – 1:00pm) <p>Friday, August 25</p> <ul style="list-style-type: none"> • 10am – First INTG 105 Class meeting with new first-year students

Summer Training:

- During the summer months (June thru early August), Peer Mentors will complete an online Canvas Course to further prepare you for their role in the classroom. The Canvas Course must 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 August 2023 training dates listed above. Peer mentors will be given the opportunity to move-in early, and they are expected to participate in all trainings starting Sunday, August 20, 2023 thru Thursday, August 23, 2023. Meals will be provided.

Fall Semester:

- The first meeting of the INTG 105 course takes place during Orientation; Peer Mentors are expected to be present.
- Starting the first week of class, 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 that some weeks will be busier than others as time for 1:1 meetings with mentees will vary.
- Ongoing training during the fall semester includes the completion of short assessment assignments and Attendance at monthly team check-in meetings.

Compensation:

All Peer Mentors are eligible to receive a \$250 stipend upon successfully completing summer training duties, including the Canvas course and August in-person training, 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. Peer mentors will also receive an official t-shirt to be worn on move-in day and at the first INTG 105 class meeting.

To Apply:

[2023 Orientation Leader/Peer Mentor Application Form](https://www.csbsju.edu/forms/VS3PJC9A6N)

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For questions regarding the College Success Peer Mentor position, please contact Karyl Daughters, Interim Dean of Curriculum and Assessment at kdaughters@csbsju.edu

For questions regarding the Orientation Leader position, please contact Jody Terhaar, CSB Dean of Students at jterhaar@csbsju.edu.