

## Peer Mentor Position Description

**Peer Mentors (PMs)** work collaboratively with GSU faculty to assist 1st year students with their transition to college in their first semester at Governors State University. Peer mentors serve as role models, advocates, and knowledgeable guides to new students both in and out of the classroom. In addition, peer mentors assist students with academic success strategies, identifying and utilizing on-campus resources and activities, and acclimate to the college. The PMs are an integral part of the First Year Experience, as they also co-facilitate Smart Start programming, Mastering College (COUN-1008) courses, and First Year Seminar (FYS-1001) courses.

### Qualifications:

- Completed at least 1 full academic year at GSU by Fall, 2018
- Enrolled full time (at least 12 credits) in Fall, 2018
- Good academic and conduct standing
- Minimum 2.75 GPA
- Previous successful completion of First-Year Seminar at GSU
- Availability to fully participate in Smart Start during Fall, 2018
- Ability to attend First-Year Seminar and/or Mastering College class sessions in Fall, 2018
- Be able to dedicate a minimum of 10 hours per week to PM duties beginning in Fall, 2018
- Available to attend mandatory PM orientation/trainings
- Positive attitude and enthusiasm to work collaboratively with others
- Professionalism when working with students, faculty, and staff
- Strong written, oral, and interpersonal communication skills
- Understanding of concerns and issues faced by students
- Familiarity with campus resources and ability to refer students when appropriate
- Understanding and appreciation of diversity relating to students from a variety of backgrounds and abilities
- Confidentiality
- Excellent time management, self-management, and organizational skills
- If working off-campus, be scheduled for no more than 15 hours per week during Fall, 2018

### **Responsibilities:**

- Coordinate and collaborate with assigned FYS/MC instructor to prepare for class sessions and serve as a liaison between the instructor and the students. Assistance may include but not be limited to: observing/evaluating students during discussions, teaching a class session, facilitating group discussion, sharing personal experiences, and actively reaching out to students
- Complete weekly reports regarding interactions and observations with student mentees
- Attend and participate in weekly PM team meetings, leadership development programs, and training programs designed for peer mentors
- Help students become familiar with University resources; advise and refer residents to appropriate resources whenever necessary
- Attend and participate in all PM/New Student Program related activities
- Meet one on one with students who require assistance and support
- Be available to assist students in academic support programs (ACHIEVE, Back on Track, LDARP, etc.)

### **Compensation/Benefits:**

- Unique opportunity to assist first year GSU students feel comfortable in a new environment
- Biweekly stipend beginning in Fall, 2018
- Development of transferrable leadership skills:
  - Presentation skills
  - Communication
  - Organizational skills
  - Ability to work in a team setting
  - Personal confidence
  - Interpersonal skills