

Work Study Job

Job Title:	Peer Mentor	Department:	TRIO Student Success Services
Hourly Rate:	\$20.76	Supervisor:	Vanessa Unti

Job Description

Role and Responsibilities

- Serve as a positive social and academic role-model.
- Serve as an energetic and enthusiastic student employee who is a resource for first generation and undecided first-year students.
- Help create a welcoming environment in the TRIO-SSS Office and TRIO Tutoring Center by greeting students, asking about their classes, and offering advice or information as needed
- Ensure each SSS student signs in upon arriving to the TRIO-SSS Office
- Be available to students in the TRIO Tutoring Center who may need help troubleshooting Canvas, Starfish, Outlook, or other online resources
- Maintain confidentiality so that student information remains FERPA (Federal Educational Records Privacy Act) protected.
- Educate new students about various resources and student services available at South
- Share feedback from TRIO-SSS students to staff to inform TRIO-SSS events & services as well as Student Voice for campus priorities.
- Support TRIO-SSS staff with marketing materials for events and services (may include updating Canvas, creating flyers etc.)
- Attend campus events and classroom visits to share TRIO-SSS outreach materials
- Work both independently and as part of a team with fellow Peer Mentors.
- Attend regularly scheduled one-on-one meetings with coordinators and Faculty/Staff mentors.
- Attend and participate in all training sessions and group meetings with fellow Peer Mentors and event planning work groups.
- Submit regular reports on work hours, mentee contacts, and new student concerns
- Participate in and complete all other tasks deemed necessary by Supervisor

Educational Benefits

Develop workplace skills (keeping a schedule, competing assigned tasks, email/phone/Zoom etiquette), planning & organizational skills, communication & active listening skills, leadership skills

Preferred Skills

- Knowledge of cultural competency and working with diverse groups, including working with individuals who are first-generation, who have disabilities and whose primary language is other than English.
- Effective interpersonal communication skills
- Proficient with using computer
- Demonstrated ability to be reliable and responsible employee
- Good academic standing, minimum 3.0 GPA

Applications Accepted By:

Email:

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