Peer Mentor Job Description

**Department Overview**
Student Support Services (SSS) is a Federal TRIO Program funded in part by the United States Department of Education that supports students who are first-generation, from a designated income background, and/or are differently abled. The program seeks to provide students with support in three main areas: Academic Success, Personal and Professional Development, and Advocacy & Support. Student Support Services is located in Suite 111 of the Center for Undergraduate Excellence (CUE).

**Department Mission**
- We advocate for and support our students’ academic, personal, and professional pursuits within a personalized community of care.

**Department Vision**
- To be a model community of support that advances the lifelong success of our students.

**Position Overview**
A Peer Mentor within the Student Support Services Program conducts engaging mentoring sessions for program-eligible students. Peer Mentors develop an enduring, trusting relationship with students and help them: 1) with the transition from high school to college, 2) develop effective study strategies and life skills to implement within the classroom and outside of the classroom as students work toward individual academic and personal goals and 3) become more involved on campus by referring them to appropriate department workshop and/or campus resources.

**Minimum Qualifications**
- Desire to help students succeed
- Currently enrolled as an undergraduate student at Kent State University
- Completion of one semester of coursework (sophomore status preferred)
- Minimum cumulative G.P.A. of 3.0
- Strong verbal and written communication skills
- Awareness and sensitivity to individual learning styles and needs
- Ability to apply study strategies, goal setting, organizational skills & time management in sessions

**Preferred Qualifications**
- Experience mentoring other students.
- Experience working with populations similar to those served by TRIO programs.
- Completion of the Peer Leader Training Course.

**Compensation**
- Starting hourly rate: $8.50/hour
**Duties and Responsibilities**
- Meet one-on-one with Program Students for one or two 50-minute sessions per week
- Document sessions by ensuring students log-in before and log-out after their sessions
- Submit Report Forms containing sessions summaries for each Program Student
- Assess student’s needs and develop an individual plan to provide personalized support
- Monitor and assess student progress toward short term and long term goals during sessions throughout the semester
- Complete Student Write-Ups at the conclusion of each semester summarizing student progress
- Communicate any training needs and/or student concerns to your Program Coordinator
- Assist with programming and/or workshops as requested by your Program Coordinator
- Perform other duties as assigned by your Program Coordinator

**Peer Mentors will help Program Students:**
- Become familiar with the Student Support Services program, campus environment and academic expectations of a college environment
- Establish and maintain positive daily routines and habits
- Avoid and/or overcome procrastination, stress and/or anxiety
- Set and maintain academic priorities
- Organize class materials and prepare for assignments and exams
- Build self-confidence to make mindful decisions, solve problems and succeed academically
- Develop active learning strategies to assist with positive study habits
- Become actively engaged in the learning process by creating goals
- Increase their involvement on campus by attending events, joining student organizations and/or volunteering

**Time Commitment**
- Approximately 8-20 hours per week including tutoring sessions and meetings
- Note: Tutoring sessions are held Monday-Friday 8:50a-7:00p but are scheduled according to your provided availability

**Required Training**
- New Peer Mentors:
  - Attend training before semester begins
  - Attend all scheduled staff meetings throughout the semester
  - Attend one approved Professional Development seminar/workshop
  - Observed twice throughout the semester
- Returning Peer Mentors:
  - Attend training before semester begins
  - Attend all scheduled staff meetings throughout the semester
  - Attend one approved Professional Development seminar/workshop per semester