

Lead Peer Mentor Job Description 2021-2022

Description:

The Lead Peer Mentor plays a major role in supporting the Student Support Services Program during FTSP and throughout the academic year. In addition to mentoring two first year students, the Lead Peer Mentor will spend 7-8 hours per week planning and facilitating the Peer Mentor Program alongside the Program Coordinator. The Lead Peer Mentor will also oversee the FTSP programming budget in collaboration with the other Peer Mentors. This role reports directly to the SSS Program Coordinator for Student Support Services.

Characteristic Duties

Communication and Availability

- Enable students to become familiar with Siena Heights University by building relationships with first year students.
- Develop and maintain quality, professional relationships with all students.
- Refer students as needed to campus resources including, but not limited to the counselor, nurse, financial services, or academic services.

Leadership

- Manage Peer Mentor Programming Budget with oversight from SSS Program Coordinator
- Plan, coordinate and facilitate Peer Mentor Community Meetings throughout the academic year alongside the Program Coordinator
- Serve as the go-to person throughout FTSP Training and the FTSP Program for Peer Mentors
- Lead Peer Mentors to brainstorm, plan and facilitate events for the first-year students in the SSS Program
- Empower, motivate, and encourage peer leaders to create trusted student relationships and facilitate student events and activities.
- Serve as a resource and connection for all peer mentors, offering tools and resources, problem solving and providing up to date information
- Work with the Program Coordinator to create and send out a newsletter, marketing materials and other relevant information to the Peer Mentor and SSS community
- Maintain a positive outlook on community issues and encourage others to become/remain involved in solutions-based approach.
- Model safe, healthy and respectful behavior; adhere to the Siena Heights University Code of Conduct and all City of Adrian, State of Michigan, and federal laws.

Administrative Responsibilities

- Maintain all Peer Mentor related files

- Keep an up-to-date Peer Mentor calendar for the academic year
- Create and populate a weekly newsletter for peer mentors with updates and information

Other duties as assigned

Supervision Received: Direct supervision is received from the SSS Program Coordinator with oversight by the SSS Assistant Director for administrative responsibilities.

Required Qualifications

- Siena Heights University student enrolled full-time
- 2.5 cumulative GPA or higher
- Demonstrated leadership experience as FTSP Peer Mentor for one year
- Excellent one on one and large group communication skills
- Demonstrated critical thinking and problem solving ability

Expectations

Student staff will attend the four-day FTSP Mentor Training **in July** that predates FTSP which is also required. The Lead Peer Mentor is required to **arrive one day before** FTSP Mentor Training to prepare to welcome Mentors the following day. The Lead Peer Mentor is required to attend all Peer Mentor community meetings and FTSP programming events. The work of the Lead Peer Mentor is such that no specific schedule can be determined.

Time Commitment and Duty Breakdown

One Time Occurrence:

- *14-day Freshman Transition Scholars Program (FTSP) Training and Facilitation*
 - *Summer 2021 Dates: July 19th to August 1st, 2021*
 - ***Lead Peer Mentor will arrive July 18th, 2020***

Consistent Commitments Throughout Academic Year:

- Thirty Minute Weekly meeting with no more than two students in mentee caseload
- One-Hour Biweekly Community Meeting throughout entire year
- One-hour weekly Check-In with Program Coordinator throughout entire year
- Events/workshops attended with mentees and/or for mentees (happen periodically throughout year and are required)
- Coordination and attendance of one hour Committee Planning meetings during second semester