



2022 Peer Mentor Position Description

Peer Mentors will be responsible for providing guidance and mentorship to students and instructional support for faculty in one section of INTG 105: College Success Course. This course 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, articulate expectations of students, and help students continue to clarify their purpose, meaning and direction in their professional and personal lives. Peer Mentors will develop meaningful relationships with their mentees, gain practical competence to carry out duties successfully, and develop an understanding of their personal leadership style and goals.

Reports To:

Kari-Shane Davis Zimmerman, Ph.D., First-Year eXperience (FYX) Co-Director

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

Time Management & Organization: Peer Mentors are expected to be positive examples of a CSBSJU student, meaning your engagement in on-campus activities, experiential learning, and coursework are all important. Effective engagement means effective time management and organizational skills to ensure you are meeting expectations. PMs are expected to show up on time for INTG 105 class, out-of-class activities, and meetings; adjusting accordingly to changes in schedule; completing online training activities and email outreaches to mentees by established deadlines; and effectively balance other obligations.

Communication: Peer Mentors are expected to share information and concerns with their instructor and/or FYX staff in a timely manner; maintain confidentiality with student information; facilitate small and large group discussions around course content; possess strong one-to-one communication skills and excellent listening skills for mentor-mentee meetings; and ability to develop useful and timely written/email communication to mentees.

Inclusion and Relationship Building: Respecting and celebrating the differences of mentees; creating an inclusive environment for all new students; encouraging interactions within small and large group; 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); willingness to share personal experiences, tips, and tricks.

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/SJU; attending all trainings and workshops as required by FYX staff.

Other Requirements:

- 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/SJU student upon application through Fall 2021.
- Expertise with campus technology (Canvas, Zoom, Banner, the Hive, Degreeworks, Forms Manager, Microsoft 365 etc.) is desirable but not required.

Length of Position – Training Dates, Interview Process, Fall 2022 Expectations

Peer Mentor’s main responsibilities run August – December. Attendance at Spring 2022 and August 2022 training is required to prepare for the role. See below for the training schedule. (This schedule also appears in the application form.

Training Schedule:

Spring 2022 Training:	<p>Saturday, April 9th: 12 pm - 7:30 pm</p> <ul style="list-style-type: none"> • Spring Leadership Training Workshop; Lunch and Dinner provided <p>Wednesday, April 20th: 5 pm - 7:30 pm</p> <ul style="list-style-type: none"> • OL/PM Training; Dinner provided
August 2022 Training:	<p>Monday, August 22nd: OL/PM Move-In Day and Welcome Dinner</p> <ul style="list-style-type: none"> • OL and PM move-in day (be ready for evening training) • 5-8 pm Welcome Dinner and Training <p>Tuesday, August 23rd: OL/PM Training Day #1</p> <ul style="list-style-type: none"> • Attendance required all day <p>Wednesday, August 24th: OL/PM Training Day #2</p> <ul style="list-style-type: none"> • Attendance required all day <p>Thursday, August 25th: PM and OL Training Day #3</p> <ul style="list-style-type: none"> • PM Only Training 8:30 am to 11 am • PM/Instructor Luncheon Meet & Greet 11 am to 1 pm • Final OL Training 1:30 to 4:30 pm • Community Leaders Dinner 5:00 to 6:00 pm
New Student Orientation	<p>Friday, August 26th:</p> <ul style="list-style-type: none"> • Assist with New Student Move-In Day (8 am to 12 Noon) <p>Friday, August 26th thru Sunday, August 28th</p> <ul style="list-style-type: none"> • Assist with New Student Orientation

Interview Process:

- PM Candidates will participate in a two-part Hiring Process in early March 2022. This will include a group interview and an individual interview.
- Candidates hired outside of our Spring 2022 hiring dates, must be recommended by a Faculty or Staff member and may be asked to interview or complete individual take-home assignments.

Training Expectations:

- All students selected to be Peer Mentors are required to attend the Spring 2022 training events. See above for the selected dates and times.
- 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 2022 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 Monday, August 22, 2022 thru Friday, August 26, 2022. Meals will be provided.

Fall Semester:

- The first meeting of the INTG 105 course takes place during Orientation Weekend; 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 several weeks of “busy” time during the semester where they may put in 8-10 hours per week meeting 1:1 with each mentee.
- Ongoing training during the fall semester includes the completion of: 1) Submitting the “First Six Weeks” assessment assignment, and 2) Attendance at monthly team check-in meetings.

Compensation:

All Peer Mentors are eligible to receive a \$100 stipend upon successfully completing summer training duties, 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.

To Apply:

Application form here: [2022 Orientation Leader/Peer Mentor Application Form](#)

Need More Information?

Please reach out to Kari-Shane Davis Zimmerman (KDavis@csbsju.edu) for more information.