



# ANDERSON UNIVERSITY

## Department of Student Life

### **Peer Mentor Coordinator Job Description**

#### **Position Summary**

The Peer Mentor Coordinator is a multifaceted position focused on the development, implementation, and assessment of First Year Experience programs. The Peer Mentor Coordinators will work closely with the Director of Student Success to coordinate all the programs related to the First Year Experience: Fall Orientation, Welcome Week, the Peer Mentor program, Spring Semester Orientation, and the spring FYE program series. The Peer Mentor Coordinator provides leadership and vision to the First Year Experience and fosters the holistic development of first-year students. The Coordinators will plan for various events, be points of contact for a group of Peer Mentors, manage and input information regarding new students, as well as work on special projects that may arise. Through this position, students will develop knowledge and skills in areas including organizational management, leadership development, event planning, mentoring, and student development theory.

This position begins work in following August and continues through the end of the spring semester. Work hours will change depending on the time of the year. During the academic calendar, the stipend will be based on 8.5 hours per week.

#### **Fall Orientation Responsibilities:**

- In coordination with the Peer Mentor leadership team, set a vision, plan for, and execute New Student Orientation.
- Assist in organizing and confirming the sessions, facilitators, entertainment, activities, and publications.
- Work in the Student Life Department before the fall semester begins to organize orientation.
- Coordinate point people for orientation events.
- Facilitate sessions as needed.

#### **Welcome Week Responsibilities:**

- Assist in organizing and confirming the sessions, entertainment, and activities.
- Coordinate the Service Project for all first-year students.
- Work in the Student Life Department before the fall semester begins to organize Welcome Week.
- Facilitate sessions as needed.

#### **Peer Mentor Responsibilities:**

- Co-supervise the Peer Mentors in conjunction with the Director of Student Success.
- Assist in the training of Peer Mentors.
- Meet weekly with the Peer Mentor Leadership Team.
- Be the point person for all tasks regarding the Peer Mentors.



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- Be present at all Student Leadership gatherings.

### **Spring Semester Orientation Responsibilities:**

- Assist in organizing and confirming facilitators, entertainment, activities, publications and locations for presentations.
- Coordinate point people for orientation events.
- Coordinate Peer Mentors/Leadership Team to work the event.
- Assist the Director of Student Success during each event.

### **Requirements/Qualities:**

- Must have had previous employment at Anderson University as a Peer Mentor.
- 2.5 minimum grade point average at the time of application and during employment.
- Undergraduate student, enrolled in current spring semester, and both the upcoming fall and spring semesters.
- Good disciplinary standing with Anderson University.
- Quality communication skills.
- Ability to work independently.
- Ability to relate well with students, family members, faculty, and administrators.
- Desire to build relationships with staff and invest in others.
- Commitment to Anderson University.
- Demonstrate interest in helping others.
- Good organizational skills and flexibility.
- Ability to work as an effective and productive team member.
- Commitment to diversity and inclusion.
- Physically able to perform in an intense work environment (with reasonable accommodations).

### **Benefits:**

- Great leadership experience.
- Supervision experience.
- Network with faculty and staff.
- Utilize your gifts and abilities to serve others.
- Ability to have significant impact in the life of students in transition.