



# ANDERSON UNIVERSITY

## Department of Student Life

### Peer Mentor Job Description

#### Position Summary

Peer Mentors are an integral part of assisting first year students (including transfer students) through their transitions into life at Anderson University. Peer Mentors provide information, support, care and guidance for new students as they adjust to college life, work and expectations.

Peer Mentors will work an average of 5 hours a week. Each Peer Mentor will work closely with a faculty mentor and a group of approximately 19 first-year students beginning in the fall and continuing until the end of the spring semester. Peer Mentors serve as the primary student leaders of New Student Orientation (NSO) in August, and assist with the planning, support and execution of NSO. During the fall semester, Peer Mentors will team-teach the First Year Experience Seminar with a faculty mentor. Classes meet at noon on Tuesdays or Thursdays. In the spring semester, Peer Mentors will continue meeting with their mentor groups (individually and as a group), and also assist in the planning and implementing the First Year Experience program series.

#### Job Responsibilities

- Lead designated orientation activities and attend all orientation activities.
- Assist new students with their transitions into life at AU.
  - Connect weekly with each member of your mentor group.
  - Meet twice per semester with your mentees for 1-on-1s.
  - Coordinate and facilitate two mentor group activities each semester.
- Team-teach the First Year Seminar course (LART 1050).
  - Attend all class sessions of the First Year Experience Seminar (LART 1050).
  - Meet with paired faculty mentor on a biweekly basis.
  - Coordinate and participate in a Service Project for your mentor group in the fall semester as part of the requirements for LART 1050.
- Plan, implement, and attend spring semester programming.
- Participate in all training sessions during the current spring semester, before the fall semester and continuing through the rest of the academic year.

#### Requirements

- Maintain a minimum of a 2.5 GPA.
- Must have sophomore status before next fall.
- Be actively involved in campus both inside and outside the classroom.

#### Qualities



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- Must be able to work independently.
- Have strong interpersonal skills in order to create inclusive and intentional community.
- Be comfortable leading group discussions and working closely with a faculty mentor.
- Demonstrate good oral and written communication skills.
- Be trustworthy.

### **Benefits**

- Great leadership 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.



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### **Peer Mentor (for Transfer Students) Job Description**

#### **Position Summary**

Peer Mentors will work an average of 5 hours a week. Each Peer Mentor will work closely with a faculty mentor and a group of approximately 19 first-year students beginning in the fall and continuing until the end of the spring semester. Transfer Mentors work specifically with new transfer students to the university. Peer Mentors serve as the primary student leaders of New Student Orientation (NSO) in August, and assist with the planning, support and execution of NSO. During the fall semester, Peer Mentors will team-teach the First Year Experience Seminar with a faculty mentor. Classes meet at noon on Tuesdays or Thursdays. This is a fall-semester only position.

#### **Job Responsibilities**

- Lead designated orientation activities and attend all orientation activities.
- Assist new students with their transitions into life at AU.
  - Connect weekly with each member of your mentor group.
  - Meet twice per semester with each of your mentees for 1-on-1s.
  - Coordinate and facilitate two mentor group activities in the fall semester.
- Team-teach the First Year Seminar course (LART 1050).
  - Attend all class sessions of the First Year Experience Seminar (LART 1050).
  - Meet with paired faculty mentor on a biweekly basis.
  - Coordinate and participate in a Service Project for your mentor group in the fall semester as part of the requirements for LART 1050.
- Participate in all training sessions during the current spring semester, before the fall semester and continuing through the fall semester of the upcoming the academic year.

#### **Requirements**

- Maintain a minimum of a 2.5 GPA.
- Must have sophomore status before next fall.
- Be actively involved in campus both inside and outside the classroom.

#### **Qualities**

- Must be able to work independently.
- Have strong interpersonal skills in order to create inclusive and intentional community.
- Be comfortable leading group discussions and working closely with a faculty mentor.
- Demonstrate good oral and written communication skills.
- Be trustworthy.



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## **Benefits**

- Great leadership 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.