



ANDERSON UNIVERSITY

Department of Student Life

Peer Mentor: Student Coordinator Job Description

POSITION SUMMARY

The Peer Mentor: Student Coordinator is a multifaceted position focused on the development, implementation, and assessment of First Year Experience programs. The Peer Mentor: Student Coordinators will work closely with the Director of First Year Experience to coordinate all the programs related to the First Year Experience, including, but not limited to: SOAR, Welcome Week, the Peer Mentor program, and LART 1050. The Peer Mentor: Student Coordinators provide leadership and vision to the Peer Mentors to foster the holistic development of first-year students. The Peer Mentor: Student Coordinators will plan for various events, serve as 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.

MISSION OF STUDENT LIFE

The Department of Student Life explores paths for holistic development and helps students navigate their invitation to be co-creators transformed by Jesus Christ for ongoing service to others.

QUALIFICATIONS

- Required: Class standing of Junior or Senior student during the term of employment.
- Required: Good standing, free of academic or disciplinary probation.
- Required: Must adhere to the standards outlined in the student code of conduct.
- Required: Minimum of one year service as a Peer Mentor
- Preferred: 2.5 cumulative GPA.
- Preferred: Demonstrated commitment to a Christian worldview.
- Preferred: Free from chapel probation.

VALUED SKILLS AND TRAITS

- Continually seeks the Lord and is growing in personal relationship with Christ.
- The ability to balance academic work with demands of the position.
- Integrity and ethics in job related and personal experiences, which extends to all holidays and breaks.
- Respect for the worth of individuals.
- Exhibits leadership skills.
- The ability to relate to a diverse spectrum of students.
- Organized and meets deadlines in a timely manner.
- The desire to serve others, tempered with an awareness of personal limitations.
- Skills in establishing rapport along with the ability to relate well.



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- The desire and ability to communicate concern for others.
- Compassion toward fellow students, staff and faculty.
- Emotional maturity, dependability, and responsibility.
- Humbly leading a team of peers.
- Willingness to authentically share one's life story and experiences.

LEADERSHIP EXPECTATIONS/RESPONSIBILITIES

- Achieve a minimum of 9 Student Leadership Points each semester (Fall and Spring). A menu of Student Leadership Point opportunities will be provided.
- Attend one Career and Calling for Student Leaders session each academic year (3 Student Leadership Points).
- Arrive on campus and/or prepare to begin responsibilities up to one week prior to the start of each semester for training, team building, and preparation.
- Actively support and positively contribute to the work of other student leaders.

ROLE EXPECTATIONS AND RESPONSIBILITIES

- Contribute to organizing and executing Welcome Week programming.
- Train, mentor, and develop the Peer Mentors in collaboration with the Director of First Year Experience.
- Organize and publicize FYE events.
- Evaluate and assess FYE programming.
- Participate in SOAR planning and execution.

TIME COMMITMENT

- The Peer Mentor: Student Coordinator role is an approximate 8 hour/week role including meetings, training, event preparation and attendance, and other responsibilities.
- Participate in a minimum of 4 SOAR events per year. The 2022 dates are: March 26, April 23, May 14, June 18, July 16, August 6.
- Lead bi-monthly Peer Mentor meetings.
- Hold weekly office hours with the Director of First Year Experience.