

First-Year Experience Peer Mentor Position Description

Job Expectations and Eligibility

- Necessary personal characteristics for this position include knowledge of campus resources, connectedness to and involvement on campus, appreciation of diversity, maturity, approachability, dependability, flexibility, and good communication skills; ability to model appropriate behavior, maintain confidentiality, and mentor first-year students.
- Sophomore standing or above for the semester intended to serve as a peer mentor.
- Interest in working as a teaching-team member with a UNIV110 instructor.
- Academic success at MSU measured by a minimum GPA of 3.0.
- Sensitivity to and interest in issues of diversity.
- Enthusiasm for the university, its students, faculty, staff, academic and co-curricular life.
- Commitment to encourage students to achieve MSU goals and ideals.
- Completion of Peer Mentor Training.

**Ideally, Peer Mentors will have participated in a Learning Community as a first-year student.

Peer Mentors are required to:

- Serve as a role model of positive behavior, representing MSU with pride and respect.
- Serve as an advocate for the interests, needs, and rights of first-year students.
- Help students adjust and become academically successful.
- Serve as a mentor for academic, co-curricular, and leadership involvement.
- Assist in planning of syllabus, course content, and class logistics, when appropriate.
- Assist in facilitating class discussions.
- Serve as a liaison for student feedback to instructor.
- Meet regularly with teaching team partner outside of class for class preparation.
- Attend all class meetings of your UNIV110.
- Maintain confidentiality of students and maintain appropriate relationships.
- Read applicable materials for your assigned learning community and be ready to facilitate intellectual conversations highlighting the key themes of the required reading with your UNIV110 class.

Additional Requirements:

- Have one online/technology interaction with the entire group each week (group email, social media group, text, etc.)
- Coordinate one social activity for mentees during the semester (meeting at a campus event, study groups, etc.).
- Coordinate one professional development activity for mentees during the semester (resume writing, student panel, mock interviews, mock meet and greet, study abroad presentation, etc.)
- Meet at least twice each month with their faculty co-instructor; (weekly meetings recommended)
- Attend and co-instruct the UNIV110 course
- Present on specific college management issues each week in the UNIV110 course
- Meet with the FYE Director and other peer mentors

Peer Mentors Receive the Following Benefits:

- Contract \$500 per term
- Knowledge, experience, and self-confidence.
- Opportunity to build close friendships with other bright and supportive students.
- Experience in classroom teaching.
- Sense of accomplishment while performing a valuable and respected community/university service.
- Enhanced skills in interpersonal communication, mentoring, and student success.
- References for future job applications.