First-Year Experience Peer Mentor Position Description

Eligibility Requirements:

- Sophomore standing or above for the semester intended to serve as a peer mentor.
- Interest in working as a teaching-team member with an UNIV 110 instructor.
- Academic success at MSU measured by a minimum GPA of 3.0.
- Sensitivity to and interest in issues of diversity.
- Willingness to learn technology skills.
- 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.
- Mentors should expect to spend an average of 4 hours a week working on Peer Mentor duties.
- Necessary personal characteristics for this position include: knowledge of campus resources, connectedness to and involvement on campus, appreciation of diversity, maturity, approachability, dependability, flexibility, good communication skills, willingness and ability to model appropriate behavior, maintain confidentiality, and mentor first-year students.

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

Peer Mentors:

- 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.
- Helps students adjust and become academically successful by presenting relevant college management issues, weekly.
- 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 with teaching team partner outside of class regularly for class preparation.
- Attend and co-instruct the UNIV 110 course to which the mentor is assigned. (required to attend all class meetings).
- 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 UNIV 110 class.

Additional Requirements:

- Have one in-person interaction with EVERY student in their Learning Community during the semester
- Coordinate two on-campus activities for the class to attend together. (Theater, athletics, M-Life, speaker, Music performance, Homecoming activity, 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; it is recommended to meet or speak with the co-instructor weekly
- Present on specific college management issues each week in the UNIV 110 course
- Attend peer mentor cohort bi-monthly
- Attend monthly peer mentor meeting
- Complete and submit the following forms every other week: 1. Mentor Report; 2. Peer Mentor Time Card

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.