

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, good communication skills, willingness and 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 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.

***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 with teaching team partner outside of class regularly for class preparation.
- Attend all class meetings of your UNIV 110.
- 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
- Have one online/technology interaction with the entire group each week (group e-mail; Facebook post; text; etc.)
- Coordinate one social activity for mentees during the semester (lunch/dinner; 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; it is recommended to meet or speak with the co-instructor weekly
- Attend and co-instruct the UNIV 110 course to which they are assigned
- Present on specific college management issues each week in the UNIV 110 course
- Meet every other week with the Mentoring Coordinator and other peer mentors
- Complete and submit the "Mentor Report" every other week

Peer Mentors Receive the Following Benefits:

- Stipend
- 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.