

Peer Mentor Job Description

IUP Office of Housing and Residence Life

JOB DESCRIPTION

A Peer Mentor serves to assist both first and second semester students and new transfer students with their academic adjustment and personal acclimation to college and campus. Peer Mentors will be selected on the basis of leadership experiences, communication and interpersonal skills, academic success, the ability to be a referral agent for new campus members and the capacity to create and foster a peer relationship with students in order to assist them in a myriad of ways in their transition to college.

THE PEER MENTOR IS EXPECTED TO:

- Support the goals, expectations, and mission statement of the Office of Housing and Residence Life and perform duties accordingly
- Meet with students who have requested a peer mentor in order to discuss academic issues or concerns
- Work collaboratively with designated undergraduate, graduate and professional staff at IUP
- Prioritize the position as secondary only to academic requirements
- Function as a positive role model at all times, including at activities that occur on University property and in the local community
- Follow the policies and regulations regarding student behaviors as stated in **The Source** and the **Residence Hall Housing License Agreement and Dining Services Contract**
- Accept challenges to personal growth and utilize feedback to improve performance
- Maintain a **minimum QPA of 2.5 or higher.**

SPECIFIC RESPONSIBILITIES:

Mentor

- Initiate and maintain regular contact with suite residents throughout the year in order to develop positive relationships
 - Create a virtual community for new students
 - Publish a newsletter with tips for new students regularly, to include once over the summer
- Inform and update the building director of any important occurrences and of students with possible emotional, physical and/or mental health concerns
- Promote and demonstrate respect for all students, inclusive of all races, ages, ethnicities, genders, sexual orientations, religions, abilities, etc

Community Development and Leadership

- Promote student understanding of the responsibility of residing in a living/learning environment

- Develop and implement educational programming for entire residential community
- Encourage student participation in university and Office of Housing and Residence Life sponsored programs
- Create and monitor study group opportunities based on class schedules of students within the program
- Plan weekly roundtables focusing on new student issues with pre-advertised topics to be facilitated by the PM staff or a scheduled guest
- Support programs and projects by the Residence Hall Council (RHC) and Community Assistants. Encourage student leadership involvement and development as a component of both community living and civic engagement.
- Assist new students in their adjustment by supporting university orientation activities
- Participate in selection process for new Peer Mentors
- Serve as student liaison's with faculty interacting with the living learning communities to include regular interactions with the faculty to solicit suggestions or offer programming assistance

Administrative Duties

- Promptly and accurately complete, by established deadlines, all assigned administrative duties as required by the building director. This includes (but is not limited to): forms, logs, and weekly and programming reports
- Maintain a written log of interactions with each student. Other than the need to share information with relevant professional staff, maintain strict confidentiality of all conversations and written logs
- Post information/notices in a designated area within the building
- Attend and participate in staff meetings, development programs, and training programs designed for peer mentors
- Assist the Community Assistant staff with specific procedures for closing and opening the residential buildings as stated by the building director
- Help Community Assistants conduct Health and Safety Inspections (2-fall; 2 spring)

OTHER

- **The Peer Mentor will assume other professional responsibilities and duties as assigned by the building director.**

COMPENSATION

- *The peer mentor position is not considered "live-in" and averages a 10 hour per week commitment compensated at the hourly rate of \$8.15 per hour.*

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