

Job Title:	Peer Mentor
Position Number:	
Pay Grade:	\$10.60 an hour, 15 hrs a week: 10 in office, 5 out- of- office
Division:	OAA
Department:	Center for Academic Success
Immediate Supervisor:	Manager, Center for Academic Success
Employment Status:	Part-Time
FLSA Status:	

Qualifications:
Minimum Qualifications:

- Enrolled at HPU full-time for at least one academic year;
- Be a full-time undergraduate or graduate student during the Fall and Spring semesters
- Have a minimum cumulative GPA of 3.0
- Have completed at least 24 credit hours
- Must be available during training periods
- Demonstrated effective communication, organizational and time management skills; and
- Must be in good standing with HPU's Code of Student Conduct and other student judicial programs.

Desired Qualifications:

- Prior HPU student leadership experience
- Junior or Senior year class standing

Job Summary:

Peer Mentors are student leaders who serve as mentors for incoming traditional-aged freshmen. This position will directly support academic learning and student development during the fall semester. Peer Mentors, under the direction of the Student Retention Specialist or designee, will meet on a weekly basis, hold office hours, assist in University 1000 class, and develop meaningful relationships with mentees and each other. They will also help students develop the skills they will need to be successful in college, and beyond. They will also hold regular meetings with students to help them stay on track academically or connect them with other university resources.

Key Responsibilities:
1. Develop and maintain open and positive relationships with mentees (30%).

- Take the lead in supporting first-time, full-time freshman students (individually and in small groups) by becoming acquainted with their academic needs, being approachable and available, and both supporting and encouraging mentees to enrich their experience via campus involvement and with leadership opportunities.
- Provide peer counseling and advising, coordinate and promote academic and social activities, and provide other departmental support as needed.
- Attend one HPU sponsored event or activity per week and invite your mentees to join you.
- Attend a weekly supervision meeting for on-going training.
- Attend and actively participate in additional training as deemed necessary.

2. Assist with a section of the First Year Seminar Course to prepare students to succeed at HPU (30%)

- Collaborate with faculty and staff instructors for the course to deliver engaging content, speak about your own experience, give advice, and prepare students for college life.
- Facilitate discussions and help encourage students to share and participate in the class.
- Hold two office hours per week where students can come for academic coaching or talk about their experiences and difficulties in their first semester.
- Provide written assessments and reports regarding student caseload weekly. Keep accurate and thorough documentation of interactions with students.
- Meet individually with all mentees at least 2 times each per semester.

3. Provide peer success coaching to mentees to promote academic success at HPU (35%)

- Hold in-person or virtual coaching sessions to work individually with students to build rapport, help identify strengths and weaknesses, assist with setting their academic and career goals, develop habits and other skills to ensure their success.
- Hold regular meetings with students to help build the skills mentioned above and track student progress towards goals.
- Connect students with additional resources, as needed.
- Send reminder and follow up emails to check in with students.

4. Work as an orientation leader during New Student Orientation (5%)

- Assist with the running of, set-up, break down, and other general functions of new student orientation the week before classes start.
- Lead a group of new freshman through the orientation program and provide guidance as necessary.
- Create ice-breaker and other fun activities to facilitate introductions and community building.

4. Perform other duties as assigned by the Student Retention Specialist to assist with retention initiatives and ensure the program is successful during the academic year (5%).