

Position Description: Peer Mentor

Term: The Discretion of the First Year Programs staff
(Late August to mid- October approx. 3 hours per week)

Role: The primary goal of the Peer Mentor program is to help foster connection between first - year/transfer students and the Marist Community. Peer Mentors are expected to be a source of information and connection for students, as well as to help facilitate opportunities for first –year and transfer students to meet one another and familiarize themselves with campus resources.

Peer Mentors are expected to maintain a professional and respectful demeanor while presenting a positive and accurate image of Marist College to all incoming first year students. Peer Mentors are expected to attend First Year Programs & Leadership Development programs, including Welcome Week and extended orientation programming during the fall semester. Peer Mentors are expected to convey the underlying values of Marist College and adhere to the goals set forth in the Mission Statement. Peer Mentors who fulfill the requirements of this position will earn a Priority Point.

Duties:

- Actively participate in all training programs required by First Year Programs.
- Be comfortable interacting with students individually, as well as being an active and productive member of a team.
- Welcome each student as they arrive on campus for Welcome Week.
- Be comfortable referring students to campus resources, and then to Coordinators for further information.
- Present yourself as a positive and knowledgeable member of the Marist College community – this means answering questions, being polite and generally being helpful to each student.
- Communicate consistently with First Year Programs particularly regarding your schedule and your ability to attend events/meetings.
- Work with Coordinators on developing and facilitating programming through the duration of the fall semester, particularly First Friday Programming.
- Maintain consistent communication with your mentees throughout the fall semester.
- Outreach to individuals and small groups at least once a week and engagements for your assigned small group.
- Remain engaged and committed to finding ways to reach students throughout the semester.
- Complete all other duties as assigned.

Necessary Skills:

Flexibility

Good communication skills

Ability to take constructive criticism and be accountable for one's own actions

Ability to work as an individual and as a team member

Open-minded and sensitive to diversity and beliefs of others

Compassion

Ability to listen actively to students and interact with students in a genuine manner

Ability to connect with students individually and facilitate group events/ discussions