

# Peer Mentor Job Description

Peer Mentors serve to support and encourage new first year student in their adjustment to Hiram and the expectations of college in general. Through one-on-one interactions and group meetings, Peer Mentors are knowledgeable guides for new students, a thoughtful facilitator who provides access to people and resources and ultimately a role model and success advocate.

## Responsibilities

- Serve as a sincere and positive source of support to help first-year students adjust to campus
- Develop and maintain a peer relationship focused on helping new students make a smooth transition, acclimate to campus, and establish a sense of belonging.
- Serve as a resource for students helping them identify and use appropriate campus services

Help facilitate and encourage mentee attendance at campus programs and events

- Participate in training, programs and activities
- Attend group meetings
- Serve as a positive role model, both in the classroom and within the community at large

- **Core Qualifications**

Be a sophomore, junior or senior

Be in good academic and student conduct standing

Have a positive attitude about Hiram College

Be willing to learn and share information about the Hiram community, student life, and campus resources

Demonstrate good interpersonal and communication skills

Have a genuine desire to help new students succeed

Demonstrate leadership potential

Be self-motivated with a positive attitude

Display a willingness to challenge and support new students

## Benefits

Peer mentors have the opportunity to:

Build healthy mentoring relationships with new students

Develop leadership skills  
Satisfaction of guiding new students through their first-year

Receive a bookstore stipend at the beginning of each 12 Week semester

Free Leadership t-shirt

## **PEER MENTOR ROLES AND RESPONSIBILITIES**

### **The Role of a Peer Mentor**

1. A knowledgeable guide for new students.
2. A thoughtful facilitator who provides access to people and resources.
3. A role model and advocate

## **SPECIFIC RESPONSIBILITIES OF A PEER MENTOR**

### **Training:**

1. Participation in spring training sessions and week-long training prior to the start of the fall semester.
2. Be available to support FYE programming. All Peer Mentors should be available during regular weekly mentor meeting (tentative: Mondays at 8:00 – 8:45pm ) for programs and one on one meetings.

### **IF SELECTED, ARE YOU WILLING TO? IF YOU ANSWERED YES TO ALL OR MOST OF THE BELOW, APPLY TODAY!**

1. Participate in social media interactions (Facebook) with new students during summer.
2. Maintain regular contact with new students.
3. Work both independently and as part of a team with fellow Peer Mentors.
4. Attend and participate in all training sessions and group meetings.
5. Understand and abide by all Hiram College policies.
6. Serve as a positive social and academic role-model.
7. Educate new students about various resources and student services available at Hiram.
8. Maintain confidentiality with any shared information.
9. Coordinate and facilitate social and educational programs as desired or needed.
10. Participate in formal evaluations and assessments of the program.
11. Meet individually with the Associate Dean of Students to discuss new student concerns, trends, and updates as needed.
12. Participate in and complete all other tasks deemed necessary by the Associate Dean of Students.