

POSITION DESCRIPTION

PEER MENTOR (VOLUNTEER)

DEPARTMENT: Student Success and Engagement

REPORTING TO: Coordinator, First Year Transition Programs

CONTRACT PERIOD: August 2017 – December 2017, with possibility of renewal for Winter 2018 semester

NUMBER OF POSITIONS AVAILABLE: Up to 70 Volunteer Position 3 – 5hrs/week

POSITION SUMMARY

Be a leader in connecting students and creating our campus culture. Peer Mentors are senior students that act as advisors and offer support to incoming students. Peer Mentors will offer support by providing access and referrals to appropriate resources regarding academic concerns or resources within Student Success and Engagement as needed. Peer Mentors will aid in the creation of a Faculty – Student connection, both inside the classroom and outside the classroom. A Peer Mentor's primary responsibility is to assist incoming students with the challenges associated with the transition into their first year of college.

RESPONSIBILITIES

A. CONNECTION WITH STUDENTS

- Establish, develop and maintain an open relationship with mentees,
- Be available to mentees regularly and provide information and support,
- Update students of any relevant Humber information (events, issues, etc),
- Encourage and support mentees with their involvement on campus,
- Promote academics and lifestyle balance,
- Be familiar with academic and personal services on campus and, utilize and refer students as required, with an understanding of one's own personal limits,
- Be an effective peer helper to students as appropriate,
- Create and manage a virtual community for your mentee group, utilize online community weekly,
- Plan regular academic and social programming/events for your mentees,
- Commit to weekly: three hours interacting and actively mentoring your group of first year students, and two hours dedicated to checking in with your Senior Peer Mentor weekly and completely a weekly interaction log.

B. TEAM DEVELOPMENT

- Meet weekly with your Senior Peer Mentor to check in
- Attend monthly Senior Peer Mentor group meetings
- Receive team development and on-going training
- Use available on-campus space to meet with your mentees (e.g. Student Life office at both campuses or open available Learning Common space)
- Network and collaborate with other Peer Mentors
- Encourage idea sharing, team building and a positive work environment amongst team-mates.

C. COMMUNICATIVE & ADMINISTRATIVE

- Provide input on developing new workshops and initiatives for students.
- Communicate with mentees regularly through email, social media (e.g. facebook, my space, twitter, etc.) and phone.
- Advertise events and services on campus,
- Report serious individual and community issues immediately,

- Communicate effectively with your Senior Peer Mentor by providing documentation of interactions with students via the Peer Mentor Interaction log.

D. ROLE MODELLING

- Role model appropriate personal behaviour and academic success at all times.

E. ADDITIONAL DUTIES

- Additional duties as assigned by the Coordinator, First Year Transition Programs, or designate.

TRAINING

- Attend mandatory training (**Week of August 22nd-August 26th**)
- On Going Training throughout the school year (optional)

COMPETENCIES

- | | | |
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| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Program | <input checked="" type="checkbox"/> Teamwork |
| <input checked="" type="checkbox"/> Relationship Building | Development | <input checked="" type="checkbox"/> Time Management |
| <input checked="" type="checkbox"/> Initiative | <input checked="" type="checkbox"/> Community | <input checked="" type="checkbox"/> Self-motivated |
| <input checked="" type="checkbox"/> Creativity | Development | <input checked="" type="checkbox"/> Confident |
| | <input checked="" type="checkbox"/> Leadership | |

PERFORMANCE STANDARDS

- Demonstration of good judgement and leadership.
- Communication with students and staff is important.
- Prompt return of student and staff requests/concerns.
- Promotion of on campus workshops, events, and other Humber information.
- Role modeling appropriate behaviours in person and on-line at all times.
- Demonstration of visibility and availability to your mentees.
- Conducting regular mentee meetings.
- Participation in team building/development activities and programs.

ACADEMIC COMMENTS

Peer Mentors are students of the institution first and should not jeopardize their academic success. All Peer Mentors are required to maintain a cumulative average of at least 70% in their academic work. Mentors are expected to speak with the Coordinator, First Year Transition Programs regarding conflicts between the position and their academic success.

STATEMENT OF UNDERSTANDING

Peer Mentors must abide by the Peer Mentor contract, indicating that they have read their Position Description and understand the duties and expectations discussed during team meetings and training and those documented in the Peer Mentor Manual and other Administrative Policies. Contracts will be signed after training.