



Title:	Peer Mentor
Department:	Center for Student Diversity and Inclusion
Direct Report:	Director, Center for Student Diversity and Inclusion

Summary

The Peer Mentor serves in a part time, 9 month position and reports to the Director of the Center. This individual engages in direct contact with historically underrepresented students in order for them to become successful and fully engaged in all aspects of their educational experiences at John Carroll University. The Peer Mentor contributes to the advancement of first-year students by aiding in their academic, emotional, and social adjustment, and personal development.

Duties and responsibilities

- A. Create a caring mentoring partnership with students who are first in their immediate families to go to college, students of color, LGBTQ+ students and other historically underrepresented students.
 - 1. Help mentees develop confidence and positive attitudes about learning.
 - 2. Respect and involve mentees in decisions about their education and learning process.
 - 3. Support and praise mentees for their efforts rather than criticizing them.
 - 4. Seek to understand the psychological, emotional, and physical problems that may cause historically underrepresented students to have difficulty at John Carroll.

- B. Act as a support person and referral source regarding academic, financial, personal, spiritual and social concerns to ensure that mentees utilize the full scope of University services.
 - 1. Attend mandatory fall and spring training(s).
 - 2. Meet regularly with mentees, individually and/or in groups, to help develop personal, interpersonal, and organizational skills to effectively transition from high school to college.
 - 3. Reinforce the cultural identity development of mentees by encouraging participation in campus events, lectures, workshops, etc.
 - 4. Respond to reasonable needs and requests of mentees (meeting times, etc.)
 - 5. Attend Peer Mentoring Program monthly socials.
 - 6. Record observation and submit monthly reports.
 - 7. Notify Director of any change in the mentoring partnership.

Required qualifications

Minimum term GPA of 2.5+ must be met when applying and maintained while in the position. Peer Mentors must be enrolled in a minimum of 12 credit hours per semester and be in good academic standing with no active academic probation. Strong interpersonal skills; positive attitude; self-motivation; general knowledge of campus resources. Be dependable and flexible; be able to relate well to a variety of people; respect students' confidentiality; have strong reading and writing skills; be friendly, patient, and have a sense of humor.

Demonstrate behavior appropriate to working one-on-one with students, which excludes such behaviors as: insensitivity or disrespect to others; use of offensive language; harassment (any behavior perceived to as offensive, after being asked to stop); disregard to personal hygiene; possession of a weapon or threatening behavior; or being under the influence of alcohol or illegal drugs. Any of these behaviors will result in immediate removal from the program.

Preferred qualifications

Juniors and seniors are preferred, but all applicants will be considered. A commitment of one year is preferred. Experience leading a student organization, residence halls, orientation session, and campus tour strongly preferred.

Normal working hours and conditions

This position will require work to be performed based on mentee/peer mentor schedules. Both parties will brainstorm, negotiate, and agree to the best dates, times, and manners to meet (i.e. in-person, phone, text, etc.).

Fringe Benefits

- Professional experience in the field of higher education and student affairs services.
- Free training in specialized areas in the field of higher education and student affairs services.
- Increased understanding and appreciation of different values and lifestyles.
- Increased skill in creative problem-solving.