

# **Lead Peer Mentor**

## **(Draft Job Description 1- 27-2010)**

### **Qualifications:**

For consideration, candidates must possess the following qualifications:

- Academic success at CPTC measured by a minimum of 12 credits completed with a GPA of 3.0
- Must uphold the college's *Student Code of Conduct* at the time of application and throughout employment.
- Commitment to encouraging students/mentees to achieve their goals and academic aspirations
- Enthusiastic and have a positive attitude about the College, its students, faculty, staff, academic and co-curricular life
- Ability to interact comfortably and productively with people/groups from diverse racial, ethnic, cultural, and socioeconomic backgrounds
- Strong interpersonal skills
- Self-motivation
- Positive attitude
- Ability to work well with others
- Communication skills
- Knowledge of college resources
- Must be available to attend Peer Mentor training prior to the beginning of the next quarter.

### **Job Duties and Responsibilities**

Lead Mentors will be required to:

#### **Admin:**

- Carry out all duties promptly and responsibly with honesty and integrity and to honor confidential information.
- Maintain a written log of interactions with each student. Other than the need to share information with relevant professional staff, maintain strict confidentiality of all conversations and written logs.
- Maintain regular office hours in the Mentor Center, at least 10 hours per week.
- Promptly and accurately complete, by established deadlines, all assigned administrative duties as required by the Peer Mentoring Coordinator. This includes (but is not limited to): forms, timesheets, mentoring logs, and weekly programming reports.
- Attend all training sessions and team meetings and weekly meetings with the Peer Mentoring Coordinator.
- Check and respond to college email daily.

**Relationship building:**

- Help new students adjust to CPTC and empower themselves to become academically successful.
- Establish positive, personal relationships with mentees.
- Create a welcoming atmosphere in the Mentor Center.

**Connection to resources:**

- Promote opportunities for involvement on campus.
- Provide individualized assistance with academics, technology, navigating the college and campus resources, basic study skills, classroom communication skills, writing assignments, web research and direction to college services.
- Help students with personal concerns (e.g. parking, housing, making friends, peer pressure, loneliness) and make appropriate referrals.
- Provide information on campus policy and procedures
- Participate in college information sessions, new student orientations, College 101 activities, and any other college activity during which students would benefit from the voice or participation of an experienced CPTC student.

**Development of resources:**

- Participate in the recruitment and selection of new peer mentors.
- Plan and implement training programs for the peer mentors located in instructional programs.
- Program events which will contribute to the success of CPTC students.