



## Classification Description

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**Job Title:** Student Peer Mentor

**Pay Grade:** Student

**Job Code:** 8100D

**FLSA Status:** Non-Exempt

### **Job Purpose**

The role of the Student Peer Mentor is to help students transition and adjust to College academically and socially and provide basic information to students regarding advising services, student services, course content, and campus life. Peer Mentors are trained to be knowledgeable of FSW services and offerings so they can communicate information about Florida SouthWestern State College to the student population (including first-time students taking the Cornerstone course) through a mentoring relationship that is cultivated through Student Life and Cornerstone course activities, organized through the Office of Student Transitions. A critical part of mentoring is connecting FSW students with College resources, including faculty, academic advisors, financial aid, academic support, tutoring, the Office of Student Transitions, CARE Services, the Library, etc. Peer Mentors provide support to their assigned SLS 1515 course(s), communicate with their course instructor and Cornerstone students outside of class time, facilitate student success workshops and Guided Pathway Conversation Café sessions, and attend in-service training throughout the term.

### **General Responsibilities**

#### **Essential Functions**

Facilitates student leadership and development hours by offering guidance in SLS courses, helping students navigate campus resources, and conducting one-on-one sessions with students.

Conducts student success workshops to enhance student skills and promote academic achievement.

Provides support to SLS Cornerstone faculty and students to engage in learning and enhance the College experience.

Facilitates student and faculty engagement in online courses by connecting, supporting, and actively engaging with college resources, academic support, and promoting academic success.

Facilitates Conversation Café sessions as part of the Guided Pathways program to encourage meaningful discussions among students.

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Leads in-class activities for their assigned classes upon request, fostering engagement and a sense of community.

The College expects all employees:

- To deal with others in a professional manner.
- To perform assigned tasks in an efficient manner.
- To be punctual.
- To dress professionally and exercise proper grooming and personal hygiene.
- To demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
- To adhere to the policies adopted by the College.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills, and Abilities**

#### **Minimum Qualifications**

Must currently have and maintain a minimum cumulative GPA of 2.75 or higher.

Must be currently enrolled as an undergraduate student at Florida SouthWestern State College and be enrolled for the next semester.

Must be in good disciplinary standing with the College.

Must have taken the SLS 1515 Cornerstone class and completed the course with a grade of B or higher.

Demonstrated experience using a personal computer, office software such as Canvas, electronic email, and MS Office Programs including, but not limited to, Microsoft Word, Excel, and PowerPoint.

Demonstrated ability to:

- Relate well with students, faculty, staff, and administrators.
- Exhibit strong interpersonal communication skills: public speaking, active listening, and empathy.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students, and the community.
- Work in a fast-paced, demanding environment.
- Demonstrate an ability to work with groups of diverse individuals and contribute to a team effort.
- Be reliable, accountable, responsible, respectful, confident, and sincere.

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### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 14, 2017. Revised: July 25, 2017, February 28, 2023, and July 20, 2023.