



## Classification Description

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**Job Title:** Student Peer Mentor

**Pay Grade:** Student

**Job Code:** 8100D

**FLSA Status:** Non-Exempt

### **Job Purpose**

An essential role of the Peer Mentor is to communicate a tremendous amount of information about Florida SouthWestern State College to the entire student population (including first-time students taking the Cornerstone course) through a mentoring relationship that is cultivated through Dedicate to Graduate activities and Cornerstone course activities, organized through the Office of Student Engagement. Peer Mentors help students transition and adjust to College academics, and provide basic information to students regarding advising services, student services, course content, and campus life. A critical part of mentoring is connecting FSW students with academic resources including: faculty, advisors, tutors, the Office of Student Engagement, Academic Success Centers, the Library, etc. Peer Mentors will attend all course meetings of their assigned SLS 1515 course(s), communicate with their course instructor outside of class time, facilitate New Student Orientation, facilitate workshops and events, and attend regular Peer Mentor team meetings and additional in-service trainings throughout the term.

### **General Responsibilities**

#### **Essential Functions**

Assists the Office of Student Engagement with various duties including, but not limited to, new student orientations, workshops, events, office hours, as assigned.

Attends all training sessions before the start of each semester.

Works approximately five (5) hours a week per Cornerstone class section assigned.

Attends all SLS 1515 class meetings.

Attends monthly Peer Mentor team meetings.

Meets with assigned Cornerstone students individually throughout the semester.

Meets or emails Cornerstone instructor(s) on a regular basis.

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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 safely 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 ability to relate well with students, faculty, and administration.

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

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Have strong interpersonal communication skills (e.g., public speaking & listening skills).
- Demonstrate an ability to work with groups of diverse individuals, be a team player.
- Be reliable, responsible, confident and sincere.

### **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.

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- 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.