

Colorado Mountain College Position Description Template

Title: Peer Mentor, Part-time
FLSA Classification: Non-exempt (hourly)
Hiring Salary Range: \$12.42/hr.

Primary Responsibility

Under the direction of campus leadership, the Peer Mentor position provides a welcoming and supportive environment for the first-year students by assisting them with available campus resources, and facilitates connection to these resources. The Peer Mentor trains mentee in achieving their academic goals and linking them with navigating college technology. The Peer Mentor provides mentees personalized academic support as appropriate, and/or tutoring referrals, as needed. Assist mentees in identifying interests, strengths and goals

Work hours may fluctuate depending on scheduled activities and student needs.

This is a grant funded, term position. Continuation will be dependent on grant funding.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position, must be an active students in Full-time or part-time enrolled students in good standing at CMC with at least 24 earned credits. Possess a cumulative GPA of 3.0 or higher. Active participant in the TRIO SSS program for at least 2 semesters. Excellent interpersonal communication skills required.

Knowledge of: variety of standard administrative and business methods and procedures; standard Microsoft Office software

Ability to: ability to interact with a diverse student population; read, write, speak, and understand English well; operate variety of office equipment; proficient in computer applications, including word processing, spreadsheets and electronic mail; multi-task; meet deadlines; strong verbal, organizational, and interpersonal skills.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (Spanish/English) preferred.

Essential Duties

- Educate mentees on available campus resources, and facilitates connection to these resources.
- Train mentee to navigate college technology.

- Provide mentees personalized academic support as appropriate, and/or tutoring referrals, as needed.
- Assist mentees in identifying interests, strengths, and goals.
- Develop action plans, with specific steps, that assist mentees in reaching said goals.
- Offer support, patience, and enthusiasm while guiding mentees.
- Evaluate mentee's time management, organizational skills, and learning strategies.
- Guide mentee through online tools to assist in identifying mentee's learning styles and discuss corresponding approaches to academics.
- Assist in problem solving.
- Listen, encourage, and provide positive reinforcement.
- Communicate closely with CMC student services staff regarding ongoing needs and progress of mentees and of self as peer mentor.
- Observe closely, brainstorm, and creatively generate ideas for exceptional present and future Peer Mentor services.
- Performs other duties as assigned

Supervision Received

This position reports to the designated campus leader.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

Position description drafted by: Angela Wurtsmith

Date: 07/13/18

HR Reference Information:	
Position group and code:	<i>Placed according to other Peer positions(based on WS pay)</i>
Date of review:	<i>07/13/2018</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties

listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.