

**Federal Work Study Job  
Description Form**

**Job Title:** Peer Mentor, Lead

**Desired No. of Hires:** 5

**Department or Organization:** Student Affairs, Lead Program

**Address (Off campus only):**

**Supervisor:** Karolyn M. Burgos Toribio

**Designee:** Miguel Maria

**Office:** Building 19, Suite 268A

**Office:** Building 19, 3rd floor

**Phone:** 413-755-4464

**Phone:** 413-755-4437

**Email:** kmburgostoribio0001@stcc.edu

**Email:** mamaria2101@stcc.edu

**General Job Description:** The Peer Mentor (PM) serves as a positive role model, modeling appropriate academic and social behaviors to continuing and new student participants in the Lead program. PMs assist potential participants during the intake process, performing basic application assistance, scheduling intake interviews and final appointments; provide basic administrative support to program staff such as staffing the reception area, typing (word processing) letters, scheduling appointments, developing programming, filing documents, and data input; communicate/send reminders of important dates and deadlines to all program participants, and oversee the program’s social media and email accounts. PMs are instrumental in planning and supporting the implementation of Lead programming – such as orientation sessions, workshops/seminars, events, and recruitment efforts. PMs provide participants with assistance and information on college transition, finding and navigating resources, and under the team’s direction, plan and facilitate cohort meetings and various seminars to promote participants’ social growth and interpersonal and professional skills.

**Detailed List of Duties:** Support staff in organizing and facilitating meetings, workshops and program events/activities; Meet regularly with, encourage and support student participants to pursue all academic opportunities to enrich their college experience; Encourage student participation in Lead and other campus events, meetings, and trips; Keep track of attendance and notes from bi-weekly Lead meetings; Assist in the recruitment process of eligible student participants, including organizing events; Attend college tours and other off-campus events when available; Assist in creating Lead newsletter to be sent out bi-weekly; Support staff in organizing Lead bags including materials for students; Maintain a working knowledge of academic and student service policies, procedures, and requirements; Stay informed about upcoming student activities and events; Perform all work responsibilities assigned by the Lead Community Outreach Counselor; Keep track of student engagement data as a peer mentor; Initiate communication and engage in ongoing outreach with students via phone, text, email, and one-on-one contact to maintain and establish relationships to support and retain student participants; Contribute to a work environment that encourages and promotes all forms of diversity, inclusion, and cultural competency.

**Opportunities for Advancement:** *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

**Responsibility Involved:** *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

**Skills and/or previous experience desired:**

**Amount of supervision required:**

Regular

Occasional

Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):**

**The PM and immediate supervisor will create a flexible work schedule that is mutually beneficial. Some evening hours may be required.**

**How to Apply:** Contact supervisor/designee listed above.