



Student Financial Services  
Building 19, Rm. 286  
One Armory Square  
Suite 1, PO Box 9000  
Springfield, MA 01102-9000  
(413)755-4214  
Email: [sfs@stcc.edu](mailto:sfs@stcc.edu)

## Work Study Job Description Form

**Job Title:** Peer Mentor  
**Department or Organization:** Student Affairs MILE/LEAD Office

**Desired No. of Hires:** 6

**Supervisor:** Karolyn Burgos Toribio  
**Office:** 19/268A LEAD  
**Phone:** 413-755-4464  
**Email:** [kmburgostoribio0001@stcc.edu](mailto:kmburgostoribio0001@stcc.edu)

**Designee:** Christian DeJesus  
**Office:** MILE 19/372  
**Phone:** 413-755-4485  
**Email:** [cdejesus2201@stcc.edu](mailto:cdejesus2201@stcc.edu)

**Mission:** Our mission is to create a supportive environment where students can flourish through peer mentorship. We believe that by providing guidance, encouragement, and resources, we can empower each member to reach their full potential. Through the exchange of knowledge, experiences, and empathy, we aim to foster personal and academic growth among participants.

### General Job Description:

We are seeking dedicated and compassionate Peer Mentors to join our team. The Peer Mentors will provide guidance, support, and encouragement to first-year- first-time students transitioning to the college level or seeking academic, personal, and professional growth. The ideal candidate will possess excellent interpersonal skills, empathy, and a genuine desire to help others succeed.

### Responsibility Involved:

- Provide one-on-one mentorship and support to their assigned mentees, offering guidance and encouragement based on personal experiences and professional development.
- Act as a role model and advocate for mentees, helping them set and achieve academic, personal, and professional goals.
- Foster a supportive and non-judgmental environment where mentees feel comfortable sharing their challenges, concerns, and aspirations.
- Assist mentees in developing action plans and strategies to overcome obstacles and navigate the college completion process.
- Maintain a working knowledge of academic and student service policies, procedures, and requirements.
- Offer resources, referrals, and assistance in accessing relevant services or programs to support mentees needs.
- Initiate communication and engage in ongoing outreach with students to maintain and establish relationships to support and retain student participants.
- Conduct check-ins with mentees to track progress, address concerns, and provide ongoing support.
- Collaborate with other mentorship team members to share best practices, brainstorm solutions, and enhance the program's overall effectiveness.



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- Participate in training sessions, workshops, and professional development opportunities to enhance mentoring skills and knowledge.
- Uphold confidentiality and respect the privacy of mentees, ensuring a safe and trusting mentoring relationship.
- Develop engaging and relevant content programming for mentees that align with the program objectives.
- Contribute to a work environment that encourages and promotes all forms of diversity, inclusion, and cultural competency.

#### **Skills and Qualifications Required:**

- Enrolled at least Part-Time (6 Credits or More)
- Eligible for work-study
- Be an active participant of the MILE/LEAD Program
- Have Completed at least 2 semesters of college based experience
- No disciplinary record
- Must be in good academic standing in accordance with STCC's Satisfactory Academic Progress (SAP) policy.
- Have completed First Year Experience Course (preferred)
- Previous Leadership Involvement (Preferred but not Required)

#### **Amount of supervision required:**

☐ Regular    ☒ Occasional    ☐ Minimal

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

6-8 hours per week, Monday through Friday 8AM-5PM (Supervisor will work with students to create a schedule that is mutually beneficial)

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