

Federal Work Study Job Description Form

Job Title: MILE Peer Mentor

Desired No. of Hires: 4

Department or Organization: Male Initiative for Leadership & Education (MILE)

Address (Off campus only):

Supervisor: Christian DeJesus

Designee:

Office: MILE

Office:

Phone: 413-755-4485

Phone:

Email: cdejesus2201@stcc.edu

Email:

General Job Description:

Peer Mentors will serve as a positive role model at all times; modeling appropriate academic and social behaviors to continuing and new student participants. PMs will 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 manning 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. PMs are instrumental in planning and supporting the implementation of MILE programming – such as Orientation Sessions, workshops/seminars, recruitment efforts. PMs will provide participants with assistance and information on college transition, finding and navigating resources; and under the direction of the staff, will plan and facilitate cohort meetings and a variety of seminars to promote the social growth, interpersonal and professional skills of participants.

Detailed List of Duties: Greet individuals who walk into the MILE office; Keep a detailed record of students who came into the office (Sign in at front desk); Record student contact information for anyone looking to schedule an appointment (STCC email, phone number); Clean & organize office; Turn on TV, and Update slides and information; Refill snack station; Support staff in organizing & promoting workshops & other program events; Encourage & support student participants to pursue all academic opportunities to enrich their college experience; Assist in the recruitment process of eligible student participants; Perform all work responsibilities assigned by the MILE Director or designee; Remain current regarding academic & student service policies, procedures, & requirements; Initiate communication and engage in ongoing outreach with students via phone, text, e-mail, and one-on-one contact to maintain and establish relationships to retain the student population; Contribute to a work environment that encourages & promotes diversity and cultural competencies in all settings; Assist students with minor tasks such as but not limited to scheduling meetings, navigating systems, and other tasks students may need to complete; **Positive and Appropriate-** Maintain a professional, positive, and appropriate demeanor throughout all interactions as a peer mentor.

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

n/a

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n/a

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: Necessary personal characteristics for this position include knowledge of campus resources, connectedness to and involvement on campus, appreciation of diversity, maturity, approachability, dependability, flexibility, and good communication skills; ability to model appropriate behavior, maintain confidentiality, and mentor program students. Students will be trained.

Amount of supervision required:

Regular

Occasional

Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Monday- Friday 8 AM-5 PM, Occasionally on weekends for special programs

How to Apply: Contact supervisor/designee listed above