



## Peer Mentor Job Description

**Job Title:** Peer Mentor  
**Job Class:** Support  
**Department:** Library  
**Reports To:** Library and Student Resources Director  
**FLSA Status:** Non-Exempt  
**Compease:** N/A  
**Approved By:** Vice President of Academic Affairs  
**Approved Date:** 8/12/20

### I. Position Purpose

The Peer Mentor serves to support and encourage new WSCC students through their first academic year. Through one-on-one group meetings, a Peer Mentor will be a knowledgeable guide for new students, a thoughtful facilitator who provides access to people and resources, and ultimately a role model and advocate for the student.

### II. Duties and Responsibilities

**ASSIST WITH TRANSITIONING INTO COLLEGE:** The Peer Mentor will help first year students succeed by assisting them in building student and staff relationships, providing academic assistance and support, and encouraging a sense of belonging.

**SERVE AS A RESOURCE:** The Peer Mentor will provide academic assistance in general study habits and time management skills and will support students in one-on-one, group, and/or online sessions. The Peer Mentor will commit to learning new ideas surrounding student success strategies. The Peer Mentor will communicate with students in an effective and flexible manner while being sensitive to the amount of time a student is willing and/ or able to commit to the assistance. The Peer Mentor will maintain a consistent meeting schedule with students, keep documentation in the Peer Mentor logs, and submit timesheets on a biweekly basis.

**MAINTAIN CONFIDENTIALITY:** The Peer Mentor will maintain strict confidentiality of all student information, material, and discussions shared in the mentoring relationship.

**COLLABORATE WITH STAFF:** The Peer Mentor will collaborate with WSCC staff to ensure high-quality service to students and will attend trainings and Peer Mentor meetings.

### III. Qualifications – Education, Experience, and Skills

- A cumulative GPA of 2.5 or greater required.
- Exceptional verbal and written English communication skills.
- Ability to communicate with students, staff and faculty.
- Excellent computer skills.
- Ability to make logical and timely decisions.



- Ability to identify and apply logic and reason to the resolution of problems, and communicate those problems to the supervisor.
- Deal professionally with unexpected and stressful situations.

*Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).*