Student Support Services “Alpha Wolf” Peer Mentor Position Description

Title: Student Support Services (SSS) “Alpha Wolf” Peer Mentor
Reports to: Advising Coordinator

Student Support Services is looking for students to serve in the “Pack” program as peer mentors and help carry out the SSS mentoring program mission:
In our continuing efforts to enhance student success, Student Support Services strives to provide a holistic approach to ease college adjustment through a targeted peer mentoring program. This program addresses the specific needs of the SSS population by providing mentoring focused on the unique issues faced by first-generation students, students with disabilities, students considering graduate school, and the general issues faced by new students transitioning to college. Through the mentoring relationship, mentees will have an additional resource at IU East who can provide them with support, guidance, and a sense of connection to the IU East community as they learn to navigate university life, develop the skills necessary for success, and become self-sustaining students.

Qualifications:
For consideration, candidates will possess the following qualifications:
- Active participation in the SSS program
- Preferably sophomore or junior class standing, but other qualified applicants (such as seniors who have previously served as a peer mentor) will be considered
- Minimum GPA of 2.5 and in good standing with the university
- General knowledge of university resources but training will be provided
- Strong interpersonal skills and an ability to work with others from diverse backgrounds
- Dedication to helping others
- Ability to maintain confidentiality
- Maturity, follow-through, and ability to role model positive, appropriate behaviors

Responsibilities:
Alpha Wolf Peer Mentors for the SSS Mentoring Pack will have the following responsibilities:
- Maintain weekly contact with mentees (“Beta” Wolves) via phone, email, Facebook, texting, or in-person meeting and provide additional support as needed
- Meet bi-weekly or monthly with Beta Wolf mentees as determined between mentor and mentee; Two of these meetings per semester must be an SSS event
- Participate in an event with the entire Pack mentoring program one time per semester
- Attend initial Alpha Wolf mentor training and matching session, a monthly on-going mentor training, and SSS Pack program orientation with mentees
- Complete contact logs and program evaluations when required
• Serve as a positive role model who displays the attitude and behaviors necessary for success
• Provide guidance, encouragement, and advice about being a successful college student
• Act as an additional point-of-contact who can be a resource about IU East academics, policy, and campus life
• Refer mentees to appropriate campus offices, departments, and resources as needed regarding campus policies and procedures
• Encourage mentees’ involvement in campus activities that will promote personal growth
• Assist mentees with developing applicable academic, interpersonal, and life skills needed to address their individual challenges

Compensation:
Alpha Wolf peer mentors will be paid $8.00 an hour for part-time work up to a maximum of 10 hours per week.

Application Process:
Please complete the attached application and submit it to the Advising Coordinator in the Student Support Services office located in Hayes Hall 064. Two reference letters must be submitted with the application. As peer mentor positions become available, candidates who meet the position’s qualifications will be contacted for an interview.

Questions about the peer mentor position or the application process should be directed to:
Advising Coordinator
Student Support Services
Indiana University East
Hayes Hall 064
2325 Chester Boulevard
Richmond, Indiana 47374-1289
(765) 973-8302
SSS Peer Mentor Application
Please return to Student Support Services in Hayes 064.

Name:_______________________________  Student ID number: ______________________

Address:____________________________  Phone: _________________________________

Email: ______________________________

College Major: __________________________  Cumulative GPA: ______________________

Year: Sophomore  Junior  Senior  Last Semester GPA: ______________________

Number of credit hrs fall semester: _______  Number of credit hrs spring semester: _______

Who is your Student Support Services counselor? ________________________________

1. List any other jobs and involvement in campus organizations or activities.

______________________________________________________________________________

______________________________________________________________________________

2. What are your hobbies and interests?

______________________________________________________________________________

______________________________________________________________________________

3. What are your career goals?

______________________________________________________________________________

______________________________________________________________________________

4. Who has been the most influential person or mentor in your life? Why?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
5. In your opinion, what is the role of a peer mentor?

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______________________________________________________________________________
______________________________________________________________________________
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6. What personal qualities and characteristics contribute to successful peer mentoring?

______________________________________________________________________________
______________________________________________________________________________
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______________________________________________________________________________
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______________________________________________________________________________
______________________________________________________________________________

7. Why do you think you would be an effective peer mentor?
8. What previous experiences have prepared you to serve as a peer mentor?

Please submit two (2) letters of recommendation along with your application. These recommendation letters can be from a professor or advisor who knows you well. Supervisors from volunteer or work experiences are also acceptable. Reference forms for these letters are included within this application packet. Both letters must be received for your application to be considered complete.

I attest that all information provided in my application is true and accurate to the best of my knowledge.

Signature: ________________________________ Date: ____________________
Peer Mentor Letter of Recommendation

Name of applicant: _____________________________________________________________

Name of reference: ____________________________________________________________

Relationship to the applicant: _________________________________________________

Amount of time you have known the applicant: ________________________________

Phone: ___________________________ Email: _____________________________________

You have been chosen as a reference to accompany this person’s application to be a peer mentor with Student Support Services at Indiana University East. Students selected to be peer mentors will act as positive role models for new students as they transition to college and provide them with support, guidance, and a sense of connection to the IU East community. Please comment on this applicant’s strengths, weaknesses, leadership qualities, and ability to work with others. Please use an additional sheet of paper if necessary. Letters can be returned to:

Advising Coordinator
Indiana University East
Hayes Hall 064
2325 Chester Boulevard
Richmond, Indiana 47374-1289

If you have any questions about the peer mentoring program or application process, please contact the Advising Coordinator at (765) 973-8302. Thank you in advance for your assistance.
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