### **First Year Peer Mentor**

**Office of Student Success**

### **Job Summary**

Peer mentors leverage their own experiences to help first year students persevere through academic challenges, take ownership of their higher education experience, and discover their potential.

### **Key Responsibilities**

**General Responsibilities:**

* **Build relationships**: Develop mentor relationships with students individually and in groups.
* **Be a role model**: Be consistent, and positive. Demonstrate good behavior in the classroom, socially, and academically.
* **Communicate**: Engage effectively with all stakeholders.
  + **Group chat -** Create a dedicated chat on a platform that most students already use to post reminders, events, allow students to share academic successes and struggles and make suggestions about Learning Lab content.
* **Provide guidance and encouragement**:: Provide guidance and encouragement to students in all aspects of student life.
* **Organizational Support**: Help students find campus resources or staff assistance.
* **Answer questions**: Answer students' questions and remind them of their obligations.

**Academic Responsibilities:**

* **Facilitate Learning Labs**: Collaborate with the PM team to lead two or more labs/month each minimum. Labs can be facilitated individually, as a team, or in a group.
* **Maintain accurate attendance records** for weekly Learning Labs.
* **Assist at Registration Blitz** - 2x/year September and January

**Social Responsibilities**

* **Plan/attend events**: Work with Master Mentors and Success Coordinator to plan and organize social activities, celebrations, field trips, and service learning projects.
* **Meet with students**: FYMs must master the casual check-in.

**Qualifications**

* **Required Qualifications:**
  + Hold a 3.0 minimum GPA
  + Have at least a sophomore standing (30 credit hours completed)
  + Be enrolled as a student on the SD Mines campus
  + Be in academic good standing

### **Skills**

* Strong communication skills.
* Pride in SD Mines past, present and future.
* Ease with messaging applications.