



## TRIO STUDENT SUPPORT SERVICES

### PEER MENTOR INFORMATION

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#### **Job Description: TRIO SSS Peer Mentor**

Assist students by assessing needs and developing a course of action, academic counseling, financial aid consultation, goal/motivation guidance, presentation preparation and delivery, public speaking, assist with career exploration, recruit and track students, promotion of services, telephone conferencing. Accurate, complete, and timely documentation/case notes and data entry are mandatory. Confidentiality and sensitivity are required. Additionally, successful candidate will work with a variety of students from diverse backgrounds and have a working knowledge of campus and community resources. Other duties as assigned.

Starting pay is \$10.00/hour (must have work study to be eligible for pay)

#### **Responsibilities:**

- Academic counseling.
- Financial aid & financial literacy (Budgeting).
- Goal setting.
- Workshops: time management, note taking, budgeting, study skills, structured study schedules, etc.
- Career exploration.
- Knowledge of campus and community resources.
- Accurate, complete, and timely documentation of case notes and data entry are MANDATORY.
- Confidentiality and sensitivity are required.
- Contact assigned mentees and scheduling mutually convenient mentoring sessions.
- Notify mentees as soon as possible if scheduled meetings must be cancelled or changed.
- Arrive punctually at scheduled work times.
- Provide encouragement to students to help improve academic performance.
- Check email and voicemail regularly and respond to mentees in a timely manner.
- Communicate regularly with the Academic Counselor about mentees' progress.
- Demonstrate understanding and acceptance of student diversity.
- Follow the highest standard of ethical conduct as outlined in the MSUB general bulletin.

#### **Qualifications:**

A successful candidate will work with a variety of students from diverse backgrounds. While a junior or senior status is preferred, students with other class standings will be considered. Student must have a cumulative GPA of 3.0 or better. Students who currently attend MSU Billings full-time are preferred. Student must be eligible for work-study. Students who become Peer Mentors cannot be tutors.



TRIO STUDENT SUPPORT SERVICES  
PEER MENTOR APPLICATION

Name: \_\_\_\_\_

Campus ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Previous employment on campus: Y N

Phone Number: \_\_\_\_\_

Other campus job this semester?: Y N

E-mail: \_\_\_\_\_

If yes, name job: \_\_\_\_\_

Major: \_\_\_\_\_

Estimated GPA: \_\_\_\_\_

Minor: \_\_\_\_\_

Circle your current class status: Freshmen    Sophomore    Junior    Senior    Graduate

Number of credits enrolled in this semester: \_\_\_\_\_

About how many hours a week would you be interested in working? \_\_\_\_\_

Do you have Work Study Funds? Y N

**Please attach a copy of your resume and three references to your application.**

Why do you want to be a mentor?

Have you ever been a mentor before? If yes, please describe your experience.

**Please complete these two exercises. You may type up your answers on a separate sheet of paper and attach it to the application.**

- 1) Jennifer is your mentee. You have met with her once. She is about 30, single, and has 3 children between the ages of 4 and 10. She is taking 13 credits and majoring in History. You have sent 2 letters, 1 email, and phoned 3 times. All to no avail. Jennifer has not responded. Compose a letter to Jennifer addressing your concerns and why she should come in to see you.

- 2) We do not expect peer mentors to have exhaustive knowledge of all community/campus resources. We do expect that peer mentors have the skills to research and identify possible solutions. Also, professional staff is not always available to answer questions. You may be required to help students find answers to their concerns.

Zach calls in a panic because his car broke down and he does not have the money to fix it. Spend 15 minutes researching possible resources that could potentially assist the student. Compose an email to Zach letting him know about the resources available.



STUDENT SUPPORT SERVICES



TRIO STUDENT SUPPORT SERVICES

PEER MENTOR SCHEDULE

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(Please mark an X in the times you have class and are not available to work.)

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
7:00-8:00	7:00-8:30	7:00-8:00	7:00-8:30	7:00-8:00		
8:10-9:10		8:10-9:10		8:10-9:10		
	8:40-10:10		8:40-10:10			
9:20-10:20		9:20-10:20		9:20-10:20		
10:30-11:30	10:30-12:00	10:30-11:30	10:30-12:00	10:30-11:30		
11:40-12:40		11:40-12:40		11:40-12:40		
	12:10-1:40		12:10-1:40			
12:50-1:50		12:50-1:50		12:50-1:50		
2:00-3:00	2:00-3:30	2:00-3:00	2:00-3:30	2:00-3:00		
3:10-4:10		3:10-4:10		3:10-4:10		
	3:40-5:10		3:40-5:10			
4:20-5:20		4:20-5:20		4:20-5:20		

# General Guidelines and Boundaries when Working with Students

## General Guidelines

1. Maintain professional boundaries with students at all times.
2. Meet each individual student where they are at that time. Strategies for one student may not be appropriate for another.
3. Some of our students live with issues that you may not be aware of. Not all disabilities are visible disabilities. Some invisible disabilities include Posttraumatic Stress Disorder, learning disabilities, Traumatic Brain Injuries. These students may appear fine, but can have strong, unexpected reactions to certain events. Always be aware that you may not know the whole picture and act accordingly.
4. Some of our participants need gentle encouragement or redirection to work towards positive outcomes scolding may not be the best method to effectively facilitate change.
5. SSS TRIO is a professional student-centered environment-watch your language.
6. Use positive verbal and non-verbal communication.
7. It is likely that you will have students who are gay, lesbian, same gender attraction, or members of a non-mainstream religious group. Students may have serious medical conditions. Also, some SSS TRIO students have served time in prison for violence, DUIs, or drug use. Some of our students have struggled with drug or alcohol problems. This diverse group has one thing in common; their vulnerability to a thoughtless remark. Your job is to model the attitude of respect for each person.
8. One of the strengths of SSS TRIO is students, from different cultural backgrounds, can interact in productive ways and learn from each other. Occasionally mentors and other group members are puzzled by subtle differences in behavior that are probably culturally based. We trust you to demonstrate sensitivity and respect.
9. As a mentor, you cannot be a buddy, best friend, parent, rescuer, or a romantic partner.
10. Always maintain confidentiality.