

PEER MENTOR – STUDENT ENGAGEMENT

Position Overview:

The Peer Mentor plays a key role in supporting Mentor Tech by offering guidance, fostering community, and providing support through outreach, administrative assistance, and peer-to-peer mentorship. The ideal Peer Mentor will be flexible, proactive, and relational, demonstrating strong critical thinking skills, leadership abilities, and a commitment to personal and professional development. As part of the Student Development & Engagement (SD&E) Student Staff, the Peer Mentor will work in various capacities under the direction of an assigned supervisor.

Essential Job Functions

Outreach

- Conduct outreach to students through various modes of communication including but not limited to calling and email
- Represent Mentor Tech and SD&E at campus events, tabling sessions, and other activities to engage and connect with students and campus partners
- Work in collaboration with faculty, staff, alumni, and other campus partners to support student success initiatives

Mentorship

- Provide one-on-one and occasional group mentoring to discuss topics including but not limited to, social integration, academic navigation, personal growth, and career preparation
- Guide students in developing leadership, self-efficacy, involvement, and communication skills while leveraging campus resources to enhance knowledge and provide stronger support
- Lead and participate in group activities designed to foster connections and promote growth
- Facilitate activities and discussions with students in programs and courses including but not limited to Tech Leadership Institute and Raider Ready

Administrative Support

- Document mentoring meetings and key takeaways using the program's reporting system
- Attend and actively participate in all meetings, events, and other programs including but not limited to National Mentoring Month, First-Gen Week, and Raider Welcome
- Support efforts for community meetups to foster belonging
- Assist in planning, organizing, and physical coordination of events as assigned

Global Competencies

Relationship with Others/Communication (Oral and Written)

- Respectful, cooperative, and effective in getting along with various groups of employees and students
- Expresses ideas/information in a complete, clear, concise, organized, and timely manner; actively listens to others and is open to suggestions

Compliance/Staff Development

- Complies with all university and departmental rules, laws, policies, and procedures; attends all required training or certification programs within the specified time frames
- Leverage critical thinking techniques to implement problem-solving and flexibility within the role

Planning and Organizing Work/Quality of Work

- Effectively and efficiently utilizes time and resources while anticipating and responding to needs
- Demonstrates reliability by consistently and accurately completing tasks promptly

Leadership Ability and Coaching

- The ability to organize and influence various groups of people to achieve a common goal
- Effectiveness in making sound decisions and taking appropriate actions.

Required Qualifications

- Must be a full-time undergraduate student enrolled in a minimum of 12 credit hours
- Be able to dedicate 12-20 hours per week
- Must maintain a minimum GPA of 2.5 throughout their employment and remain in good academic and student-conduct standing with the university
- Must be able to complete a successful background check and drug test
- Must be able to list 25 lbs.

Compensation

- The Peer Mentor position is a semesterly appointment with an hourly pay rate of \$13 per hour.
- An optional summer employment role is available at a rate of \$13 an hour. Summer positions are contingent on departmental need and availability

Point of Contact

Please reach out to Mentor@ttu.edu with questions about the position.