

Student Success Peer Mentor

Job Description - Spring Semester

The Student Success Peer Mentor plays an integral role in the retention and persistence of our new students by supporting the students' success at Salve Regina University and integration with the community. As an experienced Salve student and having already served as a Peer Mentor in the First Year Transitions (FYT) course, the candidate has a good understanding of the university and is aware of the types of experiences, programs, and support services of which students can take advantage. The Peer Mentor serves as a leader and resource to new students who recently completed their First Year Transitions or Transfer Transitions course, and helps to continue to develop and support students in-need throughout their first year at Salve Regina University.

Qualifications:

- Previously served as a FYT Peer Mentor
- Good interpersonal and communication skills
- Genuine desire to help their peers succeed
- High level of cultural competency
- Self-motivated with a positive attitude

Expectations and Responsibilities:

- Must be able to commit up to 8 hours per week for the spring semester
- Provide peer mentorship, assist with academic questions, support and refer students to services in a group or individual setting through scheduled meetings or walk-in hours
- Maintain interface across Student Affairs and other student support offices for collaboration and ongoing programming
- Assist students in building and realizing individualized success plans, to include but not limited to, facilitating the development of study skills and time management techniques
- Assist in planning, organizing, and publicizing Center for Student Development program events, offering appropriate feedback and suggestions in a timely manner
- Support in the planning of FYT, Navigator, Portfolium, and Wellness programming
- Additional responsibilities as requested by the staff in the Center for Student Development
- Maintain electronic records of interactions with students
- Engage in private conversations with students and keep information confidential, as appropriate, within the Center for Student Development staff
- Attend scheduled activities, events, staff meetings, and meetings related to the program and the Center for Student Development Office as requested

Preferred or In-progress Qualifications

- An Ally or Safe Zone training, or have attended an up to date training while being enrolled at Salve Regina University
- A Mental Health First Aid Training, or hold an up to date certification while being enrolled at Salve Regina University

For more information, please contact the Center for Student Development at (401) 341-3288 or salvecsd@salve.edu.

