PART FIFTEEN: Peer Mentor Job Descriptions
Following is an EXAMPLE of the Peer Mentor Job Description for your reference.

**SAMPLE PEER MENTOR JOB DESCRIPTION**
Peer Mentors are high-achieving current students who provide guidance to Learning Community peers. Each mentor will serve as an academic role model and will help his or her assigned students in making the transition to college life and achieving academic success.

**SUGGESTED QUALIFICATIONS** *(The goal is to identify highly motivated and responsible peer mentors who can serve as role models for the students in the learning community and assist the faculty advisor in carrying out the program.)*
- Minimum grade point average of 3.0
- Junior or senior class standing preferred, but other highly-qualified students could be considered
- Strong interpersonal skills
- Knowledge and completion of the course(s) with which they will be assisting (if courses are including in the learning community program design)
- Positive attitude, self-motivated, and highly responsible
- MUST be able to attend Peer Mentor training prior to the beginning of Fall 2016

**SAMPLE LIST OF RESPONSIBILITIES** *(This list includes some duties related to administrative aspects of the learning community. However, the primary job of the peer mentors must involve student interaction. Peer mentors are not intended to be program assistants whose job it is to make arrangements and do clerical functions. As a guideline, at least 75% of their time should be spent in direct service to their students.)*
- Develop on-going mentor relationships with students in the learning team individually and as a group.
- Establish communication channels with assigned students using email, Blackboard, or other means.
- Act as a role model in terms of behavior in the classroom, socially, academically.
- Attend classes with learning team students regularly and facilitate on-going study groups, as assigned.
- Meet individually with assigned students at least once a month.
- Assist the faculty coordinator in planning, organizing, and facilitating social activities, team-building activities, field trips, service learning projects, and the like.
- Maintain and submit records as assigned.
- Communicate with the faculty advisor to keep him/her updated about student progress and concerns.
- Other duties as assigned.

**COMPENSATION**
The maximum subsidy provided is based on the guideline of $1400 per 15 students in your Learning Community. You can add to this from department/unit funds at your discretion. This would allow you to create reasonable-sized student teams, each having a peer mentor. Various schemes could be used to compensate peer mentors, including a flat stipend or hourly pay. Please make clear in the job description how the mentors will be compensated and their weekly time commitment.

**TRAINING**
Peer Mentors must attend LC Program training held in August.