### Beloit College
#### Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Equity Peer Mentor</th>
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</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>$7.50</td>
</tr>
<tr>
<td>Department</td>
<td>Office of Academic Diversity &amp; Inclusiveness</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Paul Dionne</td>
</tr>
<tr>
<td>Work Location</td>
<td>South College</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-53526-00000-00000-xxxxx</td>
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</tbody>
</table>

**Do multiple individuals hold this position at one time?**  
☑️ Yes  ❌ No

**Number of positions available:** 4

**Work Schedule**

A student in this position can expect to work **3.25** hours per week.

The student will work  

☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☑️ any day of the week.

Hours are available during the following times of the day: **flexible**.

**Department/Position Overview**

The Equity Peer Mentor program is designed to be a comprehensive support system for students by students. Equity Peer Mentors (EPMs) will provide regular support and guidance to help ensure the academic, social, and personal success of first-year program participants (mentees). EPMs will meet with their 4-5 assigned mentees on a regular basis to provide support, feedback, and referrals to campus resources. EPMs will serve as liaisons between their mentees and the Inclusive Success Coordinator. EPMs will participate in a two-day spring training workshop prior to start, monthly group training, and biweekly meetings with the Inclusive Success Coordinator.

**Description of Duties and Tasks**

- ☑️ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- ☑️ Conform to an established work schedule; reliably work set hours as assigned
- ☑️ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- ☑️ Maintain the confidentiality of departmental/employee/student information
- ☑️ Work efficiently and accurately without immediate supervision
- ☑️ Meet with assigned mentees (4-5) on a weekly basis; work with mentees on goal setting and accountability; listen to mentee needs and concerns; empower mentees to make informed decisions
- ☐ Complete and submit all required paperwork (contact logs, evaluation documents)
- ☑️ Facilitate mentee activities and discussions that focus on academic, social, and personal skill development using an asset-based approach; encourage mentee involvement in campus activities and programs
- ☑️ Assist mentees with building their campus network by cultivating relationships with faculty/staff, accessing various programs, and making use of institutional resources; recognize that mentees will learn from your actions by modeling positive choices
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- ☑ Detail oriented with strong organizational skills
- ☐ Familiarity with specific computer software, listed here:
- ☐ Familiarity with specific equipment, listed here:
- ☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: **2-day workshop prior to start of academic year (May 12-13)**
- ☑ Participate in all trainings and EPM staff meetings
- ☑ Responsible, independent, and able to motivate peers
- ☑ Positive professional attitude and appearance; outgoing and approachable personality; understand and demonstrate the skills necessary to be a successful college student
- ☑ Sincere desire to guide mentees toward achieving academic, social, and personal success as Beloit College students