Position Title: SSS Peer Mentor

Hourly Rate: $7.50

Department: Student Support Services

Work Location: South College, 2nd Floor

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

Number of positions available: 6 - 8

Work Schedule
A student in this position can expect to work 3 - 6 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: 10:00 am - 9:00 pm.

Department/Position Overview
The SSS Peer Mentor Program is designed to be a comprehensive support system for students by students. The Peer Mentor will provide regular support and guidance to help ensure the academic and personal success of SSS program participants.

More Detailed Information Available
https://www.beloit.edu/sss/peer_mentor/

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
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Meet with all mentees on a regular basis
☒ Complete and submit all required paperwork (contact logs, evaluation documents, time-sheets)
☒ Participate in all training and mentor meetings
☒ Facilitate student discussions and focus on academic and personal skill development
- Assist students with accessing various program and institutional resources
- Listen to student needs and concerns, empowering students to make informed decisions

**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: **1 - 2 years active SSS program participant**
- Responsible, independent, and possess the ability to motivate
- Understand and demonstrate the skills necessary to be a successful college student
- Sincere desire to guide younger SSS participants to help him/her achieve academic and personal success as a Beloit College student
- Willingness and ability to make a TWO year commitment to the mentor program
- Participants must attend peer mentor training (early May and mid August) and Summer Bridge (mid August)