

Success Mentor/Career Peer Mentor Position Description 2019

Background information: Success Mentors/Career Peers are current MSU students who are selected because of their leadership potential, enthusiasm, academic record, and desire to help their fellow Bobcats achieve their goals at MSU. Success Mentors/Career Peers work as peer mentors with incoming freshmen, assisting them in making a smooth transition to college life through participation in the Adventures MSU or Trailheads MSU programs. Career Peers work with students attending Trailheads MSU and Success Mentors work with students attending Adventures MSU.

Responsibilities of Success Mentors/Career Peers:

1. Mentors will assist students in making a successful transition to university life and help them make progress toward fulfilling their academic and career goals.
2. Mentors will maintain contact with their assigned students and provide support to students as they navigate university life.
3. Mentors will help their students network with peers, faculty, career professionals, and the administration.
4. Mentors will refer students to appropriate resources on campus, including SmartyCats tutoring, the Office of Student Engagement, Counseling and Psychological Services, student success advising, career coaching, and academic advising.
5. During the 2019-2020 school year, Mentors meet with each of their students individually or in small groups, attend CheckPoint classes and periodically check in with their students.

What Success Mentors/Career Peers offer to their students:

- A positive role model
- Personalized guidance and mentoring
- Experience and knowledge about how to be a successful college student
- Information on campus policies and procedures
- Information about academic resources, co-curricular activities, and social life at MSU
- Referrals to important on-campus resources

To qualify you must:

1. At the time of applying for the position have at least a 3.0 GPA, be in good academic standing, and maintain this status during employment
2. Be a full-time student at MSU with no active judicial record
3. Have completed at least two full semesters of college, by fall 2019
4. Have a genuine desire to work with your fellow students
5. Have the ability to relate to students from a variety of backgrounds and abilities
6. Possess strong verbal and written communication skills
7. Have the ability and desire to work as a team member
8. Feel comfortable leading a group of 12-15 students
9. Have basic understanding of university policies and procedures

Success Mentors/Career Peers must demonstrate the following characteristics:

- Responsibility
- Honesty
- Integrity
- Respectfulness
- Maturity
- Professionalism

Training and Required Activities:

You must be available for the mentor/peer training the week of August 12th, 2019, as well as the three-day main event (Adventures MSU or Trailheads MSU)- Sunday, August 18 through Tuesday, August 20. Mentors will continue to have contact with students throughout the 2019-2020 school year for required check-in classes, activities planned by the mentor, etc.. Please note: the August 18th-20th workdays will exceed eight hours.

Compensation

Success Mentors and Career Peers will be compensated at the rate of \$9.50/hour. They will be paid for participation in training, Trailheads MSU/Adventures MSU, other Allen Yarnell Center for Student Success programs and activities, as well as time spent checking in with students during the 2019-2020 school year.

As a Success Mentor/Career Peer you will:

- Meet new people. Being a mentor affords you the opportunity to meet new people, including key MSU faculty and staff, community leaders, fellow mentors, and your peers.
- Earn money. Mentors are compensated for their involvement.
- Learn new skills. Mentors receive training in communication and personal skills, campus resources, leadership development, and conflict resolution.
- Gain experience and enhance your resume. Being a Success Mentor/Career Peer will prepare you for future leadership and professional opportunities.

Success Mentor/Career Peer Application

Please return this application to the Allen Yarnell Center for Student Success in 177 SUB or email it to careers@montana.edu.

Contact Information

First Name:

Last Name:

Student ID #:

E-mail Address:

Local Address:

Phone #:

Educational Information

Class Standing (Circle one): Soph. Jr Sr

Major:

Minor (if applicable):

Current GPA:

Please complete the questions below. You may attach additional pages if you need more space.

1. Are you most interested in becoming a Success Mentor or a Career Peer?

2. Why are you interested in becoming a Success Mentor/Career Peer?

3. Please describe how you have overcome a challenge by utilizing on-campus resources to navigate the problem and come to a solution.

4. What do you expect to gain from this peer mentor experience?

5. Describe how you have helped another individual solve a problem.

6. What are your anticipated activities and employment for the 2019-2020 academic year? (Be sure to include student teaching, sports, internships, student activities, and employment.)

7. Please attach a resume detailing your education, employment, campus activities, leadership positions, and community service involvement.

PLEASE READ THE FOLLOWING STATEMENT AND SIGN BELOW

I have read and understand the qualifications, time commitments, remunerations, and job expectations of the Adventures and Trailheads MSU Mentor positions. I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities.

Signature: _____ **Date:** _____