

MVNU Student Employment Job Description

JOB TITLE: Academic Peer Mentor

DEPARTMENT: Center for Student Success

REPORTS TO: Student Success and Programs Specialist

PAY GRADE: Current student-worker pay rate

POSITION OVERVIEW: An Academic Peer Mentor (APM) is an academic mentor for students required to have an APM based on course or academic requirements, or students who request academic mentorship. Academic Peer Mentors offer mentees personalized support with organization, time management, goal setting, learning strategies, and use of campus resources.

- **Requirements:**
 - 1 year of college education
 - 3.0 cumulative GPA in college credits
- **Necessary Applicant Skills:**
 - Dependability in maintaining appointments
 - Familiarity with using goal setting, time-management, and organization strategies
 - Ability to communicate, relate, and engage personably with diverse personalities in a mentor-mentee context
 - Experience with learning strategies and awareness of learning processes
 - Willingness to give and receive constructive feedback from a growth mindset
- **Expectations for a Successful Applicant**
 - Be available for in-person, on-campus appointments
 - Exhibit positive, strengths-based perspective on individual academic success
 - Demonstrate empathy to mentees concerns and appreciation for diverse experiences
 - Create an environment of professionalism and respect with mentees
 - Model exemplary student behavior in personal and academic habits
 - Maintain confidentiality of students' personal and academic information
- **Responsibilities of an Academic Peer Mentor**
 - Complete five hours of online training, attend a two-hour all-staff training at the start of the school year, and complete two hours of ongoing training for each semester of continued employment
 - Schedule and maintain weekly meetings with assigned mentees
 - Review meeting outlines and materials in preparation for meeting
 - Conduct each appointment in the Center for Student Success
 - Submit detailed report of each meeting in MVNU Connect
 - Communicate with supervisor on mentees' progress in meeting APM meeting objectives
- **Normal Working Hours and Days:** APMs are required to maintain 5 hours of availability per week for appointments. APMs may choose their hours of availability but should do so with consideration for optimal scheduling times.
- **Attire on the Job:** University Dress Standard as detailed in the Student Handbook

