

PEER MENTOR JOB DESCRIPTION

Introduction

Bryn Mawr College believes that living with other students is a valuable part of the college experience. The Peer Mentor (PM) role was developed to be an important resource for student development within academic and college life. PMs have been a part of the dorm community at Bryn Mawr for over 10 years. During that time, student evaluations have consistently expressed residents' appreciation for the PM position and for the work of the PMs on their halls.

General Statement of Duties

The Peer Mentor is a returning student who is assigned to a particular residence hall and serves as a mentor to residents. The PM assists students in learning to balance college and academic life and succeed within Bryn Mawr's rigorous curriculum. In addition, the PM provides information about College services and resources and initiates social and educational opportunities to provide an integrated learning experience for residents. The PM develops a familiarity with the College's goals, services, and referral sources and endeavors to help students benefit from these services. PMs are expected to serve as role models in the spirit of the Honor Code through their words and actions.

Roles and Responsibilities

Peer Mentorship:

- Assists students throughout the year with academic and college life skill-building, such as refining time-management, stress-management.
- Makes referrals to campus resources as appropriate in both routine and emergency.
- Meets with first-years during Customs Week for general info session and then meet individually to review their schedule and answer any questions regarding registration.
- Serves as a role model for residents by encouraging and modeling a successful balance of academic and college life.

Community Development:

- Maintains a strong presence within the dorm by keeping office hours, being available during high-need periods, and other mechanisms.
- Takes initiative to get to know and contact residents both individually and as a group by checking in on residents, especially first-years several times a month,
- Maintains an active and visible role on the hall and is available and approachable for residents.
- Disseminates information about campus events and policies and procedures to residents by hanging reminder posters and flyers throughout the dorm, especially for exam scheduling, drop dates, class registration, and workshops.
- Facilitates purposeful and relevant programs and activities for residents, including two educational/social workshops per semester.

Peer Mentor Team Member:

- Attends and participates in PM training and meetings organized by Dean's Office staff. This includes, but is not limited to:
 - Peer Mentor orientation (a week long orientation program before school begins in August)
 - PM monthly meetings
 - PM celebrations and social events
 - Team meetings bi-weekly
- Maintains frequent communication with other Peer Mentors and Dean's Office staff, including checking e-mail, voicemail, and campus mail on a daily basis.

Dorm Leadership Team Member:

As members of Dorm Leadership Teams, students are encouraged to work together to achieve group goals and maintain positive communities throughout the residence halls. It is expected that students will take their roles in the DLT seriously, and that they will communicate effectively with teammates and with support staff (Deans' Office, Intercultural Affairs,

Residential Life) to do so. In addition to collaborating within dorm spaces to create safe, productive residential environments, it is expected that DLT members will accomplish the following tasks:

- Educate the dorm community about various responsibilities of the DLT and the positions within the DLT, as well as the support resources that each position offers.
- Communicate with administrators, namely the DLT support staff, when situations arise that warrant administrator input or involvement.
- Attend all DLT training sessions, which occur before the start of the academic year and throughout each semester.
- Attend to the administrative tasks associated with a DLT position.

In order to ensure that DLT members are able to achieve the above tasks, all DLT members are limited to holding **only one position** within the DLT. In the event that a DLT member fails to satisfactorily complete the above tasks, the DLT support staff reserves the right to hold students to their position agreement, including the removal from the DLT and the student organization.

Length of Appointment

The Peer Mentor position is considered an appointment for one complete academic year. Although Peer Mentors work no minimum or maximum number of hours, the average time each week required to fulfill the position responsibilities is estimated to be 2-4 hours. This estimate is provided as a guideline, and weekly fluctuations are expected to occur, especially during Customs Week.

Assignment to Specific Dorm

PMs will be assigned to a specific dorm and room by the selection committee and will have responsibility for a specific area of the hall. Acceptance of a PM position requires acceptance of the room assignment.

Academic Standards

All Peer Mentors must be in good academic standing with the College and be enrolled as a full-time student.

Remuneration Peer Mentors make a voluntary commitment to serve the community. The principal benefits of the PM role are the personal growth and experiences that come from working with and helping a diverse and talented group of students; however mentors also earn an hourly wage.

Eligibility for Appointment DLT positions are student employment opportunities. To be eligible, applicants must be U.S. citizens or have an employment authorization document (EAD) in addition to a valid social security number (SSN).

Eligibility for Reappointment

Peer Mentors are eligible to re-apply for a second year. Eligibility in itself, however, does not constitute a commitment of the Undergraduate Dean's Office to offer reappointment.

Termination

Termination, by mutual agreement, may be effected at any time. This appointment is also subject to termination by the Undergraduate Dean's Office prior to its normal expiration if the enrollment of the student employee at Bryn Mawr College ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, failure to meet academic or employment standards, or conduct that violates College policies or that does not meet the standards of behavior set by the College or the Undergraduate Dean's Office. Upon termination of employment by the student employee, the College or mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed.

Application Procedures

PMs will be appointed by recommendation from a committee of PMSSC and Dean's Office staff following submission of required application materials and successful completion of an interview.

FOR FURTHER INFORMATION CONTACT:

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