



### **Peer Mentor Job Description**

The SSS Peer Mentor program is designed to provide SSS participants with academic, study skills, and social guidance. Peer Mentors will provide assistance in tutoring, navigating college life and as a referral source for students needing college services.

**Position Title:** SSS Peer Mentor

**Reports To:** Peer Mentor Coordinator

#### **Responsibilities:**

- Meet with all assigned mentees on a weekly basis. Peer Mentors will be assigned up to 4 students each semester.
- Maintain SSS “office hours” for drop in tutoring, study groups, advising, record keeping, special events, and training. **Please Note:** Mentors are required to work 5 hours each week, with additional hours designated for training and SSS office assistance.
- Complete and submit all required paper work (timesheets, evaluation documents, and any other relevant paperwork).
- Participate in all training and mentor meetings.
- Facilitate student discussions that focus on academic and personal skill development
- Assist students with accessing various program and institutional resources.
- Help students set and achieve educational and life goals.
- Listen to student needs and concerns, empowering students to make informed decisions.
- Encourage student involvement on campus.
- Positively promote SSS and encourage program participation.
- Provide academic assistance to students and/or direct them to tutor resources available through the LAC.
- Other responsibilities as assigned by SSS Peer Mentor Coordinator.

#### **Qualifications:**

- Active SSS participant
- Sophomore standing
- Minimum 3.0 GPA and earn an A or B in content area courses they tutor.
- Responsible, independent, and possess the ability to encourage and empower peers.
- Have a positive professional attitude.
- Understand and demonstrate the skills necessary to be a successful college student.
- Sincere desire to guide peers to help her/him achieve academic, professional, and personal success as a SSS participant and HCC student.

#### **Benefits:**

- Serve as a role model, resource person and confidante
- Personal satisfaction that comes with helping others

- Leadership training and development
- Opportunity to work with a team of fellow student leaders
- Chance to build strong communication, organization, and problem solving skills
- Ongoing support and recognition
- Build resume and future employment references
- Increased involvement in SSS program
- Opportunity to use Peer Mentor Coordinator as a reference for college applications, scholarships, and job prospects.

**Compensation:** \$8.00 per hour

**Application Deadline:** Friday April 13, 2012

**How to Apply:** Submit application and resume via email to [zjohnson@howardcc.edu](mailto:zjohnson@howardcc.edu), mail, or in person to the front desk of RCF 302 (make sure your application and resume are in an envelope addressed to Zakia Johnson/SSS Peer Mentor Coordinator).

**Send Resume & Application To:**

Zakia W. Johnson  
Peer Mentor Coordinator  
Student Support Services  
Howard Community College  
10901 Little Patuxent Parkway (RCF 302)  
Columbia, MD 21044