

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Peer Mentor Coordinator

Worksite Name: First Year Experience (FYE)

Supervisor Name: Andrea Baldus

Supervisor Email: aebaldus@lcsc.edu

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (underline one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

The duties of the Peer Mentor Coordinator in the First Year Experience office is to assist in the development and maintenance of an FYE Peer Mentor program. The position is a leadership role for the peer mentor program.

Duties of this position include but are not limited to assisting with:

- Researching peer mentor models from other colleges and what components/activities make them successful
- Identifying what peer mentor components/activities would work well at LCSC
- Developing/maintaining the evaluation process for FYE Peer Mentors
- Developing peer mentor training/retreats
- Coordinating/facilitating the regular peer mentor meetings
- Help identify, promote and sometimes execute programming that leads to student success at LCSC
- Helping develop activities to support SD107 objectives/lessons
- Help with outreach efforts to support FYE office objectives and goals
- Serving as a peer mentor in the classroom when needed.

This FYE Peer Mentor Coordinator will be charged with assisting in the development of a focused support system for students who are in their first year of college at LCSC. A system that will connect a current student leader (peer mentor) with a group of new students to help them successfully transition into the LCSC culture by providing critical information, resources, and regularly following up to see how the new student is progressing. The program will increase LCSC's goals of improved retention, student success, and degree completion; all of which are all focal points outlined in LCSC's Strategic Plan.

List the learning opportunities for this position.

- Learn how to develop and manage projects
- Learn how to lead and coordinate groups/activities
- Learn how to effectively present information to others
- Gain better working knowledge of higher education and it's processes
- Learn how to help and serve others

What qualifications and skills are needed for this position?

- Ability to communicate clearly
- Ability to work with a small and large groups
- Ability to research, execute and evaluate activities/topics/data
- Ability to use a computer and software
- Is an LCSC student
- Proficient in taking clear and concise notes
- Proficient in researching topics
- Presenting material/information effectively to an individual or group
- Proficient in reading details
- Proficient in Microsoft Excel, Word, PowerPoint

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