

Sample Paid Mentor Job Descriptions

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TEMPLATE

Role: Peer Mentor

Duration: [X WEEKS/MONTHS], beginning [DATE RANGE]

Compensation: [\$XYZ PER ABC]

- You must be eligible to work in the US to receive this compensation

Summary:

- Peer Mentors are enthusiastic representatives of [SCHOOL] who commit to [INSERT PROGRAM SPECIFIC LANGUAGE- ex: "being the first "friendly face" a newly admitted student interacts with" / "supporting incoming student in their transition to campus"]. Your goal is to answer their questions, which may range from [INSERT PROGRAM SPECIFIC LANGUAGE- ex: what it's really like to be a student at [SCHOOL], to how to fulfill financial aid requirements, to campus life and choosing a major.]
- Every student deserves to feel like they belong. You'll have the unique opportunity to share what you wish you would have known when you started your journey at the [SCHOOL]!

What you'll do as a mentor:

- You will be responsible for communicating with a group of up to [5, 10, 50, etc] newly admitted [SCHOOL] students via web, text message, or in-person (as determined by you and your mentee(s))
- You will send out a text blast to all your students [FREQUENCY OF MEETING - ex: "once a month"], then make yourself available that day to communicate with any students who respond
- For any students who respond to you, you'll file a quick conversation log on app.mentorcollective.org
- Additionally, you'll check in for at least an hour per week, responding to any texts that may have come in from your mentees
- Finally, you'll provide Mentor Collective and [SCHOOL] with feedback on how to improve the program (e.g. by surveys, user interviews, etc.)

What is the time commitment?

- You'll likely spend 3-4 hours per week connecting with students, though this may vary (with more engagement occurring at the beginning)

Resources you'll receive:

- Compensation, see above for details.
- A way to text all your matched students at once
- Access to the team so you can give them feedback and ask for advice
- A list of [SCHOOL]-specific resources housed on the app.mentorcollective.org portal under "Discussion Guides"

More questions? Contact [NAME] at [EMAIL] for more information.

THANK YOU for your interest in helping us continually learn to support more students through the power of mentorship!

SAMPLE 1 - “BIPOC Student Mentor”

The BIPOC Student Mentor is an upper division undergraduate student who is both academically and creatively successful. The Mentor will work to deliver culturally competent and empathy driven mentorship to first time first year students who identify as Black, Indigenous, or People of Color. The BIPOC Mentor is charged with supporting the navigation and involvement of first year BIPOC students through dedicated one-on-one sessions, community focused activities, and program participation. The BIPOC Mentor will work alongside the Office of Student Success to equitably assess and foster creative programming directly related to the unique needs of students. The role of the Mentor is to assist in formation of high impact programming related to the goals of increasing student engagement and retention of BIPOC students.

Essential Duties:

- Assist with the development and implementation of high impact practices aimed at supporting and sustaining the academic and creative success of students who identify as Black, Indigenous, and People of Color (BIPOC) through academically-driven and community-focused initiatives.
- Work collaboratively with diverse populations and groups across the university.
- Attend team sessions with the Office of Student Success Student and other meetings as needed.
- Maintain a healthy balance between academic and job responsibilities.
- Be a role model for student success.
- Maintain active participation and communication with the Program Coordinator, student staff, residents, students, and faculty.
- Professionally represent the department and the program.
- Use computers effectively, including inputting, reviewing and retrieving information.
- Comply with all University Policies and Procedures, which includes Residential Life and the University at large.

Working Environment: Operate as a valued and essential member of a team. Work in an environment that supports student growth and retention, embraces mental health and fosters self-advocacy. Work within an ADA compliant building with support from staff and teammates as needed. Sit and/or stand during shifts and travel moderate distances to perform work. Collaborate with multiple departments within and across the University.

Salary Range: 13.25

SAMPLE 2 - “Success Ambassador”

Success Ambassadors act as a peer-mentor to a cohort of 20 new students. Each Ambassador is responsible for assisting with program communication and building community for their cohort. Ambassadors also receive 1:1 support from their Success Coach. Each Success Ambassador is matched with an on-campus internship where they act as a College Ambassador to that office. Here they set professional development goals and prepare for leadership roles on and off-campus. If you are interested in being considered for the Success Ambassador role, please complete this form. Success Ambassadors are required to attend a mandatory orientation at the beginning of each semester in order to participate. All trainings and professional development activities are paid.

Success Ambassador Compensation & Benefits:

Success Ambassadors are paid at an hourly rate of \$15/hour, can work up to 15 hours per week, and must be available to work a minimum of six hours per week.

Other benefits include:

- CampusCash stipend to be used on College Campus
- Access to your own technology and office space
- Mentorship and practical work experience in higher education
- Onboarding training and retreats
- Regular support meetings
- Success coach
- Flexible work schedules

SAMPLE 3 - “Peer Mentor”

Overview:

The Division of Enrollment Management (DEM) strives to attract, enroll, support, and graduate the most talented students at the University. Peer Mentors are part of the team in supporting our talented students. Alongside the Office of Admissions & Recruitment as well as the Office of Student Financial Aid, Peer Mentors will support admitted students who are deciding if the University is the right college choice for them. The mentorship relationship will continue with those who enroll through their first semester. Conversations with mentees can range from tips for transition to college, academics, campus climate & diversity, student life & involvement, staying balanced, and future career goals. Your mentees will be from diverse racial/ethnic & socioeconomic backgrounds and eager to connect with a current student who shares similar identities. Every student deserves support in making the transition to college life and you'll have the unique opportunity to provide support in that transition and show them what's special about being a student here. Your goal is to answer their questions and help establish a connection to the University.

Qualifications:

- Currently enrolled first- or second-year undergraduate student, with good academic standing in their school/college.
- Genuine, dependable, and enthusiastic about the University.
- A willingness to support and provide resources to admitted & first-year students.

Start & End Dates:

January 2024 through December 2024

Expectations & Responsibilities:

- Complete Mentor Collective Mentor Training (Mentor Collective is the platform we use to facilitate the mentorship process).
- Attend all Mentor Onboarding & Trainings in January (2 hours/in person), one training in May (TBD), and one training in August (TBD).
- Attend two Admitted Student Events: Saturday 2/17 and 4/15.
- Communicate and engage with student mentees via text, email, or in person at least 2x/month on topics helpful to the mentees.
- Complete quick conversation logs within the Mentor Collective platform after connecting with mentees; at least 2x/month.
- Complete important insight flags when needed to signal additional support to mentees from the Success Services team.
- Commit at least an hour per week to engage with mentees.
- Provide Mentor Collective and the University with feedback on how to improve the program (e.g. by surveys, user interviews, etc.).

Why be a Mentor:*Resources & Benefits*

- A \$800 stipend: 3-4 stipend payments will be processed between January and December.
- Potential to earn an additional \$100 Recognition Award.
- Professional development opportunities to learn about mentorship & enhance your skills & resume.
- Opportunity to network with fellow mentors.
- A way to text mentees without sharing your private phone number.
- A list of University-specific resources to help answer questions and direct students.
- Counts toward Leadership Certificate requirements.

Anticipated Schedule:

Mentors have the flexibility to create their own schedule. Mentors should plan for approximately 5-10 hours per month to connect with first-year students. This may vary depending on the mentee's needs and level of engagement. Mandatory events include training and attending 1 admitted student day.

SAMPLE 4 - “Graduate Assistant” #1

Fall 2023-Spring 2024

Description:

The College of Graduate Studies invites applications for a Graduate Assistant position available starting in August 2023 to lead efforts associated with the College’s Peer Mentor Program. The Graduate Assistant will report to the Dean of the College of Graduate Studies and assist in the implementation of professional and skill development workshops, as well as educational programming for the University’s graduate student population.

Eligibility:

Any graduate student in good academic standing and currently enrolled full-time in any of the University’s Graduate and Professional Programs is eligible to apply. Full-time enrollment (9 credit hours, unless otherwise allowed) during the Fall 2023 and Spring 2024 terms is also required.

General Responsibilities:

- Help coordinate existing College of Graduate Studies programs and events including the COGS Social Hour (i.e., webinar) Series, the Averitt Awards, and any other graduate professional development activities associated with the College
- Serve as liaisons to the College of Graduate Studies, the various graduate student organizations, and the general graduate student population across campus
- Help develop new programming geared towards and based on the needs of the general graduate student population (e.g., Graduate Orientation)
- Serve the role of Graduate Peer Mentor to new graduate students starting Fall 2023 and Spring 2024
- Serve as ambassador for the College of Graduate Studies and all their programs

Preferred Qualifications:

- Peer mentors should have completed at least 1-2 semesters of graduate study at the University
- Possess general knowledge of the University, including student programming, resources and facilities
- Good written and oral communication skills
- Leadership experience (i.e., having served in a leadership role or equivalent)

Compensation:

- Tuition waiver; Graduate Assistant is still responsible for paying a reduced matriculation fee of \$25, student fees, and insurance (if applicable)
- Stipend \$3,875/term (disbursed as monthly payments of \$775 minus taxes from January to May)

Additional Information:

- Graduate Assistant positions include the possibility for renewal for Summer (24) and AY24-25 (Fall/Spring), thus consideration will be given to students who are eligible to continue in their graduate program beyond Spring 24
- Graduate Assistant positions include the possibility for travel across campuses

How to Apply:

- Interested students should submit application materials, including a letter of interest (i.e., cover letter) and resume or CV, including the contact information for one professional reference to email@email.com by Friday, March 31, 2023 – using the subject line 'Graduate Peer Mentor Program'
- Applicants should complete the online graduate assistantship application: [link](#)

SAMPLE 5 - “Graduate Assistant” #2

DELIVER CAREER CENTER CORE SERVICES

Counseling Students

- Discuss career and academic goals with students
- Critique resumes and review social media profiles, staff walk-in hours

Facilitate Workshops

- After training, conduct workshops and classroom presentations as assigned (includes weekend and evening work).
- Contribute to workshop evaluations and updates
- Present information at first-year student Orientation, Open Houses, and admission events
- Participate in and complete assigned tasks at Career Center events, including Day of Caring, Job and Internship Fairs, etc. (includes weekend and evening work).

Public Relations

- Develop newsletter articles, posters, flyers and promotional ads
- Provide coverage of information tables and classroom visits
- Promote job fairs, events and programs

Utilize Career Center Technology

- Be able to utilize the student, employer and job databases, enter and retrieve information, and run reports in Handshake
- Maintain Outlook calendar

COUNSEL STUDENTS IN MENTORSHIP PROCESSES

- Assist students with selecting appropriate mentorship programs and activities
- Provide drop-in advising on mentorship opportunities

PROMOTE MENTORSHIP RESOURCES

- Become familiar and conduct outreach with mentorship programs on campus and the various needs they address
- Become familiar with mentoring research and assist with developing a database of best practices in mentorship programming for program coordinators and mentors and mentees
- Develop and sustain relationships with targeted student organizations to boost student engagement with the Mentorship Office

MENTORSHIP PROJECT DEVELOPMENT

- Support the Assistant Director with tasks related to the Mentorship Support Fund, such as promoting the fund to program coordinators, collecting and evaluating proposals, assisting with fund distribution, and following up on program deliverables
- Responsible for coordination and execution of independent projects, as assigned, such as helping with alumni and peer mentor recruitment, assisting with the data collection and evaluation of engagement data, and helping to recruit potential trainees
- Assist with on-going program assessment and evaluation, helping to collect Mentor Collective mid-point and final survey data
- Contribute to program material revisions and development
- Research and develop workshops on best practices in mentorship programming and creating effective mentoring relationships
- Be able to enter and retrieve information in the Mentor Collective database
- Be able to utilize the Mentor Collective database to run reports and analyze data

SOCIAL MEDIA

- Develop content and post on social media platforms for the Mentorship office

EVENT PLANNING

- Assist with preparations for Mentorship Office events, including annual Mentorship Fair, mentorship program meetings, mentor/mentee mixers, National Mentoring Month celebration events, and open houses, helping to coordinate event logistics and marketing the event to student, faculty/staff, and employer and community partners

ADDITIONAL DUTIES

- Attend professional development events
- Drive university vehicle for special programming, including community service projects and special events

SAMPLE 6 - “Mentorship Office Assistant”

Responsibilities:

Promotion/Marketing

- Answer student questions about the Mentoring Office and programs
- Walk-in mentoring advising as needed

Workshops/presentations

- Prepare and present or co-present career and mentorship workshops to classes, student organizations, residence halls and clubs.
- Promote events/services via classroom presentations, info tables and face to face marketing

Event Planning and Management

- Develop and sustain relationships with targeted student organizations to boost student engagement
- Develop and provide promotional support for Mentoring Office
- Assist with special events

Administrative

- Participate in project meetings as needed

Requirements

- Minimum GPA 2.5/4.0
- Have completed at least 12 credits at MU
- Enrolled Millersville University Student; at least a sophomore by fall 2019 (at least 3 semesters remaining on campus)
- Available to work 8-10 or more hours/week for a full academic year including evening and weekend availability
- Must possess excellent organizational and communication skills, a willingness to accept responsibility, ability to work within a team, and an attention to detail
- Enjoyment of and experience with public speaking
- Willingness to dress appropriately for professional office environment
- Demonstrated role model behavior. Candidates must be in good disciplinary standing. Personal Conduct Probation or a Disciplinary Reprimand within the last twelve months disqualifies you for the position. With any previous discipline, an interview will be granted at the discretion of the Hiring Manager
- Maintain confidentiality

Preferred

- GPA 2.8/4.0
- Knowledge and successful use of the services offered by the Career Center
- Graphic design, videography, web editing, event planning, project management and social media experience