
Job Title	Peer Mentor Coordinator
PVN ID	BA-2410-006484
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	
Status	Full Time
Annual Salary	\$65,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	Nov 20, 2024 (Or Until Filled)

General Description

Baruch College is a place of opportunity and exploration where students, faculty, and staff transform their futures, their professions, and their communities. In the heart of New York City, our diverse and inclusive community is driven by learning, innovative knowledge creation, and intellectual discovery for local and global impact. Baruch consistently ranks among the nation's top-rated and most diverse institutions of higher education, with alumni in business, public service, science, and the humanities earning accolades around the world. It is an exemplar of upward mobility where students, faculty, and staff from all corners of the globe transform their futures, their professions, and their communities.

Baruch College has been awarded a Title V Developing Hispanic Serving Institutions grant from the U.S. Department of Education to improve student success through improved enrollment strategies, new student experiences, gateway courses, tutoring services, and data-informed decision making. The Peer Mentor Coordinator will oversee and manage a centralized peer mentor training program that prepares students to serve in mentorship programs across campus. The Coordinator will be responsible for planning trainings, coordinating facilitators, and ensuring that peer mentors receive quality training before and during their work with new first year and transfer students. The Title V grant funds this position for at least five years.

Other Duties

- Collaborate with mentoring programs across the college to ensure all student mentors have the necessary competencies for successful peer support.
- Develop and manage a centralized peer coaching training program using NASPA's Certified Peer Educator curriculum and additional resources.
- Monitor and assess the effectiveness of mentoring practices to ensure consistent and high-quality mentoring across the institution.
- Manage a peer ambassador program that pairs Baruch students with prospective transfer students at regional community colleges.

- Foster a community of well-trained, effective mentors that can positively influence the transition and academic success of students at Baruch.
- Maintain records of peer mentor trainings, and ensure mentors receive updated training as needed.
- Support mentor onboarding, process stipends, and handle other administrative tasks related to mentor management and office operations.
- Assist with the planning and execution of new student programs including orientation, convocation, and welcome events.

Qualifications

- Bachelor's degree in Education, Social Sciences, or related field (Master's degree in Higher Education Administration or related field preferred).
- Minimum of one year of experience in program management, particularly in an educational or mentoring setting.
- Strong understanding of NASPA's Certified Peer Educator curriculum or similar training methodologies.
- Familiarity with CUNY administrative technologies including CUNYfirst, ePAF, Brightspace, Qualtrics, and Transfer Explorer (T-Rex).
- Proven ability to recruit, train, and manage peer mentors or coaches.
- Prior experience working directly with transfer students to support academic success and social adjustment.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with various stakeholders.
- Proficiency in maintaining accurate records and managing administrative tasks.
- Must be well versed in Office 365 software (Outlook, Word, Excel, PowerPoint, Teams, OneDrive, and Sharepoint) and Zoom.