
Job Title	Peer Mentor
PVN ID	HO-2407-006335
Category	Administrative Services
Location	HOSTOS C. C.
Department	Student Success Coaching Unit
Status	Part Time
Hourly Rate	\$18.00-\$18.00
Hour(s) a Week	0.00-8.00
Closing Date	Sep 12, 2024 (Or Until Filled)

General Description

The Student Success Coaching Unit (SSCU) seeks to support the academic success of all students. Through the Academic Completion Initiative, SSCU is looking to hire Peer Mentors to provide coordinated outreach and peer academic support to students on academic probation. The Peer Mentor role is developed to be an important resource to assist students on academic probation in navigating academic challenges relating to time management, study habits and college life balance.

Under supervision, Peer Mentors will: perform miscellaneous clerical and administrative work relating to the Academic Completion Initiative.

Other Duties

- Connect with students on academic probation to provide program information.
- Conduct email and phone outreach to students regarding program activities.
- Assist students to complete and submit Initial Self-Assessment for Academic Recovery.
- Respond to students' inquiries promptly and communicate with supervisor and SSCU support staff to expedite the processing of student cases.
- Meet with students and answer any questions and provide guidance regarding academic challenges.
- Serve as a mentor and help students adjust and become academically successful.
- Assist in facilitating workshop discussions.
- Maintain confidentiality of student.
- Attend and participate in trainings and meetings with ACI program coordinators and other Peer Mentors.
- Other duties as assigned.

Qualifications

Candidate must meet the following qualifications:

- Current Hostos student or Hostos Alumni enrolled at another institution.
- Must have a minimum 3.0 GPA.
- Knowledge of Hostos campus resources; ability to model appropriate behavior; good communication skills; and the willingness to learn.
- Sensitivity to and interest in working with students with academic challenges.
- Ability to work 8 hours per week for the semester.
- Have experience in using Microsoft office excel and outlook.