The Mentor Program at Holy Cross

Peer Mentor Assistant

General Overview:
The Mentor Program for first-year ALANA, Passport, and International students provides the College with a mechanism to more broadly and effectively support the retention and success of these students. The program addresses issues of isolation for incoming students and advances their sense of belonging and connection to the College. The Peer Mentor Assistant (PMA) provides administrative support and peer leadership for the overall program, while also mentoring a reduced number of Mentees. The Peer Mentor Assistant works closely with the Co-Directors and the other Peer Mentors.

Compensation: The Peer Mentor Assistant will be compensated for up to 8 hours per week (3 hours of administrative tasks, 3 hours of program meetings, 2 hours of Mentee meetings) at the rate of $10.25/hr.

Time Commitment:
- The PMA will be appointed for the 2016-2017 academic year
- Full commitment is required for Peer Mentor training, August 29-30, 2016

Selection Criteria and Qualifications
- Rising senior with a minimum cumulative GPA of 2.9
- Previous experience as a Peer Mentor in The Mentor Program at Holy Cross strongly preferred
- Well-aware of support services and resources on campus
- Able to balance academics and extracurricular commitments without forfeiting performance on either of them
- Capable of being a mentor and role model to first-year students and peers
- Able to maintain a high level of confidentiality
- An ideal Peer Mentor is enthusiastic and creative, but also resourceful, organized, willing to take initiative, very attentive to email, and eager to have things done on time and correctly.

Expectations and Job Responsibilities:
- Attend weekly meetings with Peer Mentor Program Co-Directors and Peer Mentors.
- Provide mentorship, support, and encouragement for two (2) first-year students in The Mentor Program.
- Meet or “check-in” weekly with mentees; submit weekly contact sheet regarding mentees’ progress.
- Maintain open and clear communication in-person and via e-mail with mentors, Co-Directors, etc.
- Be accessible to Peer Mentors; update them on the meeting minutes and responsibilities.
- Keep Peer Mentors abreast of co-curricular and campus activities of interest to the community.
- Develop a comfortable rapport with mentors/mentees in order to provide a safe environment to share any concerns or multicultural issues.
- Be willing to share insight and critical feedback from previous experiences and Peer Mentor events.
- Be an active participate and co-facilitator in monthly group meetings; discuss common challenges and share experiences with other Mentors.
- Supervise Peer Mentors’ responsibilities for co-facilitating monthly sessions.