

Alvernia Opportunities for Leadership Position Description 2017-2018

Position: First Year Seminar Peer Mentor

Description: As a peer mentor, your role is to assist the First Year Seminar (FYS) instructor and develop positive relationships with the freshmen enrolled in the class. The peer mentor is expected to do the following:

- act as a mentor to the students in his/her respective FYS class, both during and out of class,
- keep students informed of various campus events and encourage their participation,
- help the FYS instructor by participating in all class discussions and activities, and
- conduct some of the “business” of FYS, including taking attendance, distributing handouts, collecting campus event forms, introducing guest speakers, etc.

The role of a peer mentor is very important to the success of the First Year Seminar. We thank you for your interest in becoming a peer mentor and committing to the success of the freshman class.

Peer Mentor Duties/Responsibilities:

- attend every class meeting
- meet once individually with each student in the class at the beginning of the semester to establish a connection
- model responsible student behavior for new freshmen in accordance with the Alvernia University core values of service, humility, collegiality, peacemaking, and contemplation; adhere to the Student Code of Citizenship as presented in the Student Handbook
- read all essays, handouts, and other materials assigned to the class
- contribute to and help guide class discussion without being prompted to do so by the instructor
- attend any peer mentor meetings organized by the First Year Experience
- share feedback with the FYS instructor on issues or topics of importance relative to the success of the students
- perform course related duties as assigned by the FYS instructor
- attend the author lecture for the common core reading selection
- read the common core reading selection and actively participate in the discussion of the book during class time
- meet individually with each student to assist with the MyAlvernia online course registration system; help each student fill his/her shopping cart in preparation for the advising meeting with the FYS instructor
- attend the first meeting of the class after the opening convocation on the day freshmen arrive on campus; eat dinner with your class that evening
- attend the day of service during freshmen orientation; attend the President’s Barbecue with the chair of the department in their respective majors

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- attend a three (3) hour training with administrative members of the First Year Experience prior to the start of the semester
- speak positively at all times about the First Year Seminar course and impress upon the FYS students its importance and value to their future success

Benefits:

- Leadership experience
- Improving communication with Superiors
- Team-Building and Team-Work skills
- Accountability
- High level of responsibility
- Paid position

Requirements:

- Students must be at least in their sophomore year
- Students must have a GPA of 3.0 or above
- Students must possess strong communication and interpersonal skills
- Students must demonstrate a record of campus involvement and/or community service