

## Position Description

### POSITION PROFILE

**Position Title:** Student Peer Mentor

**EOU Department/College:** EOU Learning Center

**EOU Supervisor Title:** Kate Gekeler, Retention Coordinator

**Typical Job Duration:** Academic year (September to June)

**Job Level:** \$13.75 / hour, Level 2

**Type of Schedule/Typical Hours:** Part-time; hours flexible based on training sessions, student meetings, and events. Likely includes some evenings and weekends to accommodate student schedules and special events.

**Typical Number of Hours Per Week:** 10-15 hours, may increase during peak periods such as start of the semester or during special university events.

### POSITION INFORMATION

#### Student Position Description Summary:

The Peer Mentor is focused on developing enduring, trusting relationships with EOU Students. Peer mentors will be responsible for engaging in success coaching, college navigation, introducing students to on and off campus resources, and creating and facilitating student engagement activities. There will be two sessions of mandatory (paid) training, taking place virtually and in-person, prior to contracting students as a Peer Mentor.

#### Job Duties/Responsibilities/Essential Functions:

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

### Summary of Primary Activities:

- Have meaningful conversations and facilitate group discussion Individualized support and case management for students
- Encourage and assist students in advocating for themselves by referring them to appropriate departments and resources Implement and facilitate various programming, such as activities, workshops, and student success events
- Represent Student Resource Lounge at various outreach events, such as Night Against Procrastination, Mountaineer Day and Preview Day, and encourage Mentees to participate

### Primary Outcomes of this Position:

- Promote a sense of belonging by providing additional support to historically marginalized students
- Build positive relationships with mentees with the important of building connections and community
- Implement Peer Mentor Initiatives to increase student leadership opportunities
- Provide additional supports and tangible resources to students
- Participate in professional development and training activities
- Collaborate with departments across campus to resources to ensure and improve accessibility

### Essential Position Duties and Detail:

- Utilize an empathy-driven approach while building relationships
- Serve students individually through academic year
- Academic coaching and support Visit First-Year Experience classrooms and work with faculty to provide intentional and individualized outreach and support to students
- Prepare for individual mentoring sessions eg. strategy, brainstorming, review of students courses and exploration of goal exploration techniques
- Document individual student progress
- Submit monthly progress reports
- Attend scheduled meetings with supervisor and/or faculty
- Become familiar with student success resources, campus environment, and academic expectations of college

### Essential Decision Making Responsibilities:

- Applies independent thinking to best support students

- Operate productively without direct supervision
- Collaborate with key departments and programs to refer students to appropriate resources and services Implement and deliver peer mentoring programming
- Utilize an equity lens when working with students

**Essential On-Campus Relationships:**

- Peers Advisors
- DEIB Faculty
- Financial Aid
- Student Affairs
- Registrar

## **HIRING CRITERIA**

**Minimum Qualifications:**

- Must be enrolled at EOU, attending at least 6 undergraduate credits per term.
- Maintain good academic standing.
- Possess excellent interpersonal and communication skills.
- Demonstrated ability to work with diverse populations.

**Preferred Qualifications:**

- Experience in mentoring, tutoring, or related student support roles.
- Familiarity with university resources and student support services.
- Strong leadership and team collaboration skills.

**Desired Knowledge, Skills & Abilities:**

- Empathy and ability to build trust with peers.
- Strong organizational skills to manage multiple responsibilities effectively.
- Ability to operate independently and make informed decisions that benefit student mentees.
- Commitment to promoting diversity, equity, and inclusion within the university community.

## **STUDENT LEARNING OUTCOMES**

*As a result of completing this internship, the student will:*

**Academic Learning Outcomes:**

- Empathy and ability to build trust with peers.
- Strong organizational skills to manage multiple responsibilities effectively.
- Ability to operate independently and make informed decisions that benefit student mentees.

- Commitment to promoting diversity, equity, and inclusion within the university community.

### **Industry Learning Outcomes:**

- Gain practical experience in educational support roles, preparing for future careers in education, counseling, or related fields.

### **Career-Readiness Learning Outcomes:**

- Build professional skills such as communication, empathy, problem-solving, and project management, which are essential across a variety of careers.

## **PROFESSIONAL DEVELOPMENT & TRAINING**

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## **LEARNING ASSESSMENT & PERFORMANCE EVALUATION**

### **Learning Assessment and Performance Evaluation**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework