

# MCCOY SCHOOL OF ENGINEERING

## Pathways Peer Mentor Job Description

### Position Description

Peer mentors help new students to adjust to campus life and navigate MSU and their major during their first year. Peer mentors are experienced classmates that can give insight into the ups and downs of being a college student. They can share experiences about what to expect and how to be successful, as well as how to avoid the pitfalls along the way.

Peer mentors will be assigned mentees at the beginning of fall semester and will receive the mentees contact information.

### Responsibilities

- Complete mentor training and participate in the Fall Engineering Kickoff
- Provide appropriate programming for mentees at least two times a semester
- Communicate with individual students at least twice a month
- Provide tutoring for pre-engineering courses for mentees.
- Be punctual for all scheduled mentoring sessions. It is your responsibility to notify us as soon as possible if you cannot meet with your students. Please call 940-397-8981 or 940-397-4286
- Hold office hours
- Complete and hand in all required paperwork on time.

### Qualifications

- A minimum cumulative GPA of 3.2 (3.5 GPA or higher preferred)
- A 3.5 minimum grade in subject(s) to be tutored (4.0 GPA preferred)
- Responsible, dependable, honest, flexible, mature
- Friendly, patient and sensitive to a diversity of students

### Assignments and Pay

- Mentors will be selected based upon Instructor recommendations
- Mentees will be assigned to mentors at the beginning of the semester
- Mentors will earn \$10 an hour
- Guaranteed 6 hours a week. Additional hours may be available. Contact the supervisor for more information.

### Application Process

Complete the following and turn in to the main office in McCoy:

Online mentor application

Two local references

Instructors may recommend students directly or a student may have an Instructor fill out a Recommendation Form

For more information or to schedule an interview, please contact Deidre Frazier at (940) 397-8981  
If selected as a mentor, a confidentiality agreement will be required along with FERPA training.