CAMD Peer Mentor Position Description

Position Overview

CAMD Peer Mentors will be integral leaders involved in the First Year Seminar courses as well as involving students in activities both in their department and in the College of Arts, Media, and Design. Each First Year Seminar course will be taught by a faculty or advisor in each department. The course will be comprised of first semester freshman and transfer students. The Peer Mentor will attend class and be an ally to the students, helping provide guidance and encouragement to the students in the class as they begin to explore the offerings of their major, department and Northeastern. Peer Mentors will be responsible for working closely with students in the class to demonstrate the skills needed to develop an understanding of university systems, such as myNEU, myPAWS degree audit, self-service registration and searching for courses. The Peer Mentors will also help lead discussions in class and any other activities in class that the instructor deems needed. Peer mentors are also required to coordinate activities outside of class and to participate in department sponsored events and functions as requested to help first semester students become aware of other academic resources as well as connect with the larger NU Community. In summary, Peer Mentors are in place to support first-semester students in their transition to college.

Time Commitment:

- 3-4 hours a week (this includes attending class, preparing for class and outside-of class activities)
- 4-5 hours a week for students that also indicate on the application their interest in mentoring international students in CAMD

Responsibilities:

- Attend weekly assigned section of the First Year Seminar course.
- Attend required September 5th, 2017 training session and follow-up with mid and end of semester group meetings with Peer Mentor liaison in CAMD Advising. Please note that there may be additional meetings throughout the semester if needed.
- Be prepared to lead discussions and training sessions on myNEU, MyPaws, and how to register and search for classes. Also be prepared to discuss co-op and study abroad experiences along with your own tips for preparing for the second year of college.
- Establish and maintain a professional, confidential relationship with first year students
• Work with instructor of First Year Seminar course to facilitate discussion with students in course and promote departmental events as well
• Expect to attend college and department events with students. We are expecting you take initiative in finding department and college offered events and ask students to join you. Your class may also have built in events in their syllabus that you can attend.
• Stay in contact with Peer Mentor liaison in CAMD Advising to discuss ideas, possible road blocks, or other issues requiring administrative level assistance
• For students also providing international mentoring, you will work with Alison Ottaviano as needed in planning and programming events.

**Benefits of being a peer mentor**

• Leadership training
• Hands-on experience in program development and management
• Resume’ experience
• Helping others and building new relationships

**Ideal candidates are**

• Responsible, hard-working, organized, group oriented, and enjoy public speaking
• Friendly, upbeat, and excited to contribute and develop the role
• Have a strong desire to lead, motivate, and be a role model to fellow students
• Must be able to take initiative in class with students, be creative, and be welcoming