

The Office of Access and Success

ACT 101 Peer Mentor Position Description

Bloomsburg University's Office of Access and Success is committed to supporting students as they strive to achieve academic excellence. The Office develops and implements academic, social and cultural programming designed to assist students in developing the skills necessary for college persistence and graduation.

Through Access and Success, BU provides intrusive academic advising, research-based academic retention programs and intensive community engagement opportunities. All programs and initiatives developed by the office are designed to cultivate core strengths in the areas of academic self-confidence, self-advocacy, 21st Century Life Skills, and community engagement. These core strengths are developed by providing students access to tutoring, supplemental instruction, mentoring, intrusive academic advising and intensive academic support.

Programs of the Office of Access and Success includes: ACT 101, Emerging Scholars, the Office of Diversity and Retention, Board of Governors, See Yourself Healthier and Happier and the Out of the Classroom: Into the Community Initiative.

Peer Mentor Qualifications:

- ❖ Sophomore, Junior, and Seniors are encouraged to apply
- ❖ Must have a minimum of a 2.5 GPA
- ❖ Must possess the core values of a Peer Mentor: Respect, Commitment, Community, and Mentorship
- ❖ Good verbal and written communication preferred
- ❖ Preference given to students in ACT 101, Emerging Scholars Program and Board of Governors, but all BU students are encouraged to apply.
- ❖ Preference given to student who have earned level one CLE certification

Peer Mentor Responsibilities:

- ❖ Commit to being available for the Peer Mentoring Program that runs the Academic Year (Fall and Spring Semester).
- ❖ Participate and commit to a mandatory week-long Summer Training Program before the start of the Fall semester
- ❖ Continue mentorship for the first-year participants of the programs offered by the Office of Access and Success academically and socially (list of your mentees will be given to you at the beginning of the Fall Semester)
- ❖ Support positive personal growth for first-year students by guiding good decision making

- ❖ Attend assigned Study Hall times and assist students with effective study techniques and be available to offer help when needed
- ❖ Report signs of student's risk of failing through poor study habits, attendance, sleep habits or mental health concerns
- ❖ Assist in taking attendance at Study Halls and log into spreadsheet
- ❖ Support supplemental instruction groups led by The Office of Access and Success
- ❖ Attend ALL required programs such as speakers, community engagement, book club, trips, and planned programs through the Office of Access and Success.
- ❖ Encourage student attendance for all programs offered by the Office of Access and Success
- ❖ Collect attendance at required events for the Office of Access and Success
- ❖ Monitor their attendance in all required programming
- ❖ Attend and Facilitate weekly RAP Sessions with assigned group of students with support from Academic Advisors/Assistant Director/Director
- ❖ Assist in taking attendance at Rap Sessions and log attendance into spreadsheet
- ❖ Attend Monthly meeting with Assistant Director for updates, discussion and continuous professional development
- ❖ Commit to a Welcome Orientation session usually a Saturday in the Spring semester
- ❖ Maintain positive relationships with incoming freshman through assigned approved interactions as outlined by the Director. Meetings may be weekly, monthly or as needed. Both formal and informal.
- ❖ Informal Touch Point once a month with assigned group of mentees (phone call/email to check in on academic progress, books, financial aid, and classes)
- ❖ Uphold the integrity of the Office of Access and Success and the Peer Mentor position while on duty and off duty.
- ❖ Work a minimum of 10 hours a week during the academic year. Peer Mentors can work up to 20 hours a week if needed. Timely submission of eTime is needed for proper processing of payroll.
- ❖ Front Desk, Computer Lab and Clerical Work will be assigned by the Assistance Director once training is completed.
- ❖ Work in the Essentials Pantry will be assigned once training is completed
- ❖ Timely submission of paperwork when required
- ❖ Further assignments or meetings maybe assigned pending on mentee needs
- ❖ Participation in S.E.E. Yourself Healthier and Happier, Me Time, Hip Hop Academic, and Chat N Chews will be assigned as needed
- ❖ Assignment of Podcast, Social Medi and Community Engagement will be done at the beginning of the Academic Year
- ❖ Peer Mentor Program will be overseen by the Assistant Director

*Upon hire there will be a Mandatory Training on May 1, 2021.