

Billiken Bridge and TRIO Programs Mentor

Saint Louis University
First-Year Experience
Position Description 2016

Position Abstract

The Peer Mentor will provide leadership and assistance in all phases of the Billiken Bridge to Success (BBS) program, and TRIO programs. The Billiken Bridge to Success program is a selective, summer, residential program designed to enhance the transition of incoming freshmen to maximize their opportunity for success at Saint Louis University. Depending on a candidate's performance during the Billiken Bridge to Success program, the peer mentor will continue employment with Student Educational Services through the school year but with different work hours and additional responsibilities.

The successful student leader must have a passion for working with a diverse student population, be committed to student learning and development, be committed to diversity and social justice, possess strong critical thinking and problem solving skills, demonstrate initiative, communicate effectively, have a positive attitude, have developed interpersonal human relations skills, and have an ability to plan and organize. In addition, the student leader should work towards an awareness of self and others to better meet the needs of students they serve. The student leader will connect and integrate the servant leadership framework into their First-Year Experience leadership position.

Responsibilities

- Proactively engage high school graduates, communicate and model behaviors necessary for successful transition to Saint Louis University, convey differences in expectations between high school and SLU.
- Function as a positive role model and resource for students, utilizing interpersonal skills and knowledge of SLU.
- Proactively develop collegiate relationships with each student via regularly scheduled appointments and events.
- Develop, facilitate BBS/Peer Mentor programming that engages students at the personal, social, and educational levels, and demonstrates a high level of professionalism.
- Function and collaborate in team settings, and be responsive to designated team leader(s).
- Attend all required meetings, trainings, outings, etc.
- Represent the university with pride and respect at peer mentor sponsored activities as well as other University activities, both on and off campus. This includes how you represent yourself online through social media and other websites.
- Maintain specified GPA requirement and use SLU's academic resources to achieve such.
- Perform other duties that are necessary for the successful execution of SES programs.

Job Expectations and Requirements

- The Peer Mentor is expected to work an average 25 – 35 hours per week beginning June 11 through July 22. Scheduling flexibility that includes mornings, afternoons, evenings, weekends and periods of being "on call" is required.
- Beginning August 22, 2016, Peer Mentors are expected to work 10 hours per week.
- Completed at least 3 semesters at SLU and be of junior or senior class standing by the 2016-2017 school year
- Have a cumulative GPA of 2.5 or above
- Federal Work Study eligibility is preferred
- Experience in SES or TRiO programs is preferred (e.g. Student Support Services, McNair, Talent Search, Upward Bound, and Gear-Up).
- Adherence at all times to confidentiality, and ability to maintain objectivity.
- Ability to work in a low-structured environment
- Knowledge of Microsoft Office Suite, Google Apps, web-resources, social media, etc.
- Availability without conflict on the evenings of the dates below:
April 6, 2015, April 13, 2016, April 20, 2016, April 27, 2016, May 4, 2016

- Necessary personal characteristics for this paraprofessional position include: knowledge of SLU resources, connectedness to and involvement on campus, maturity, approachability, ability to role model, ability to maintain confidentiality, dependability, flexibility, appreciation of diversity, and good communication skills. Additional characteristics sought for returners specifically: leadership skills, initiative, ability to effectively work in a team setting, motivation throughout all sessions, and ability to mentor younger leaders.

Accountability/Compensation

- Peer Mentors are directly supervised by the Peer Mentor Program Coordinator and will also be accountable to the Assistant Program Coordinator.
- Free on-campus summer housing during the BBS program.
- Two free meals per day are provided during BBS program.
- Peer Mentors must complete employment paperwork with Saint Louis University as indicated during training.
- The Peer Mentor position is a paid position.

Selection Timeline

January 15, 2016 - Application due by 11:59pm online on the Student Involvement Center's Groups Page

January 30, 2016 - Group interviews

February 8-17, 2016 - Individual interviews for selected applicants

February 19, 2016 - Notification of final selection

Selection Timeline for Students Studying Abroad in Spring 2016

November 13, 2015 - Application due by 11:59pm online on the Student Involvement Center's Groups page (groups.sluconnection.com/organization/involvement)

November 18 and 19, 2015 - Group interviews

December 2 and 3, 2015 - Individual interviews

February 19, 2016 - Notification of final selection via email