



Michigan
Technological
University

ExSEL Peer Mentor Job Description

Title:	ExSEL Peer Mentor
Reports to:	Academic Success Coordinator
Compensation:	\$9.87 per hour
Appointment:	Anticipated 1 hour per week per mentee for weeks 2-6 of fall semester, with an opportunity to extend weekly through the fall and into the spring semester. Mentors choose number of mentees they'd like to work with (2-5).

Position Summary:

ExSEL Peer Mentors meet weekly with new students who are enrolled in the ExSEL program. (Weeks 2-6, meetings are required; meetings may continue in weeks 7-14 if the ExSEL enrollee wishes to keep meeting.) Students are paired with their mentors preferably based on academic discipline, and the mentor schedules a weekly meeting with individual mentees following an initial group meeting. It is the ExSEL Peer Mentor's goal to support the students they are mentoring, both socially and academically, while providing advice on how to successfully navigate through the first year at Michigan Tech. This knowledge may be related to successful study strategies, time management, effective use of campus resources, activities/orgs, area sites, etc.

Note: Mentor/mentee meetings are designed to be in-person, but virtual meetings may be necessary in Fall 2021 due to safety and social distancing requirements which may be in place at that time.

Responsibilities:

- Develop a positive relationship with the students you are mentoring.
- Facilitate weekly conversations about campus events, activities, and academic deadlines.
- Be a supportive role model for the students with whom you are working.
- Maintain confidentiality related to your mentee's challenges and concerns.
- Report your meeting contacts in weekly logs to the Academic Success Coordinator.
- Attend 2 mentor meetings during the fall semester.
- Be willing and able to attend the student staff spring training that will be held on Thursday, April 8, 2021, complete the summer training modules in Canvas, attend fall training in the first week of classes, and Safe Place training.
- Refer your mentees to the Academic Success Coordinator or Director of the Waino Wahtera Center for Student Success if you have issues you are not able to address.

Essential Job Requirements:

Minimum Qualifications:

- Enrolled as a full-time undergraduate student for the fall semester.
- Have completed two semesters of academic work at Michigan Tech by the time appointment begins.
- Must have a minimum cumulative and semester grade point average (GPA) of 2.50 at time of application and maintain it throughout time as a staff member.
- Must be free of any disciplinary sanctions imposed through the Office of Academic and Community Conduct at the time of appointment and remain free while employed with the Center for Student Success.

Desirable Qualifications:

- Past experience as an ExSEL participant.
- Demonstrated understanding of the skills and habits necessary to be academically successful.
- Previous experience in a teaching, coaching, or mentoring role.

Contact Jeanne Watts at 906-487-3558, jawatts@mtu.edu with any questions.

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