**Transfer Peer Mentor Job Description**

**Program Dates: September 2024 – May 2025**

**Mission Statement**: The mission of the Transfer Peer Mentor program is to build an emerging transfer community at Westfield State University.

**General Statement of Duties**: Transfer Peer Mentors are a group of highly trained peer mentors who work closely with the professional staff in the Office of Academic Advising and Transfer Transition. The Transfer Peer Mentorship program provides an opportunity for students to grow as campus leaders by assisting new transfer students with their transition to the university and helping connect them to the broader campus community and resources.

**Duties and Responsibilities:**

**Essential duties include but are not limited to:**

* Help to promote transfer student awareness on campus through events and campaigns.
* Provide peer support and advice to undergraduate transfer students and foster student engagement.
* Engage with mentees at least once every two (2) weeks. Engagement includes any of the following: virtual or in-person meetings, phone calls, email outreach and attendance to campus events (e.g., Fresh Check Day).
* Meet at least three (3) times per semester with mentees during the beginning (add/drop), midterm (course advising and registration), and before the end of the semester (withdrawal deadline).
* Collaborate with fellow Transfer Peer Mentors to plan and implement one event per semester. Events should be geared toward the campus transfer community or members of the Transfer Mentor program.
* Submit brief monthly reports via the Communication Log on mentor/mentee progress in a timely manner or by deadlines specified.
* Complete a mentor survey and attend an exit interview or debriefing session at the end of each semester.
* Attend monthly Transfer Peer Mentor meetings and periodic training sessions. These meetings or trainings will occur on Friday afternoons or based on group availability as needed.
* Introduce mentees to faculty, staff, and student leaders. This includes interactions with student clubs and/or campus engagement activities.
* Respond appropriately to student questions and concerns in a timely manner.
* Handle information of sensitive and confidential nature in the highest professional manner.
* Exercise confidentiality pertaining to student interactions, and report pertinent events and issues immediately to a professional academic advisor, Director, or pertinent administrator.
* Refer mentees to the appropriate campus resources as needed.
* Establish effective working relationships with the professional Academic Advising team, graduate assistants, mentees, and fellow Transfer Peer Mentors.
* Perform other duties and projects as developed and assigned.

**Requirements:**

**Required Qualifications:**

* Eligible for Federal Work-Study.
* Must be a current and active undergraduate student.
* Good academic standing (academic status will be verified).
* Applicants must have no history of academic integrity or student conduct violations.
* No pending or alleged violations of the Equal Opportunity, Diversity, and Affirmative Action policy.
* Self-motivated that can work independently and accomplish tasks with little to no direct supervision.
* Ability to communicate and interact positively with a diverse group of students, faculty, parents/champions, staff and university personnel.
* Strong knowledge of student support resources or willingness to learn.
* Interest in demonstrating leadership skills or potential.
* Incoming transfer students are eligible for this position under the following conditions:
	+ Must participate in the Transfer Peer Mentorship program as a mentee during their first semester.
	+ First-semester mentors will not be assigned a mentee caseload unless they have previous leadership or mentor experience.
	+ Job duties will include assistance with transfer initiatives such as awareness, event planning and implementation, and attending events as needed.

**Preferred Qualifications:**

* An overall GPA of 2.5 or higher.
* Current undergraduate student with Sophomore, Junior, or Senior class standing.
* Previous experience in coaching, mentoring, or tutoring.
* Experience planning and implementing creative activities and programming.

**Work Schedule and Wage:**

It is expected that Transfer Peer Mentors are expected to work between 5 and 10 hours per week. Hours may vary depending on workflow, peak periods, and work study award. Transfer Peer Mentors are paid $15.00 per hour.

**Supervision**:

Transfer Peer Mentors report to Brittany Garand, the Transfer, Evening, and Returning Student Advisor and to the Director of Academic Advising and Transfer Transition.