

STUDENT EMPLOYMENT OPPORTUNITY

_____ Federal Work Study Only

Date posted: 04/08/2021

XXX Federal Work Study and/or Non-Work Study

JOB TITLE: Project RISE Peer Mentor

NUMBER OF POSITIONS: up to 5, work study preferred

DEPT/LOCATION: Project RISE

CONTACT INFORMATION: pamela.sweetwood@heartland.edu

DUTIES:

Job Goal:

To increase student retention and academic performance through direct interaction between students and peer mentors.

- a) Provide information and guidance to students with the intent of making them comfortable, engaged, and successful in college
- b) Encourage students to adopt successful behaviors, participate and pursue their goals. Help motivate and focus students when they are overwhelmed and/or struggling

Job Responsibilities:

- Serve as advocate, coach, and role model for assigned participants
- Serve as a resource for participants for Project RISE and HCC
- Initiate individual and/or group contact with participants each week during the semester
- Submit participant contact/progress reports and paperwork timely and accurately
- Attend weekly Peer Mentor staff meeting
- Attend all Peer Mentor training sessions
- Assist in workshop preparation and presentation
- Accompany participants to workshops and cultural events
- Assist in recruitment efforts for new Project RISE members
- Provide feedback to program staff
- Adhere to the Project RISE Peer Mentor Professional Code of Ethics
- Maintain confidentiality

QUALIFICATIONS:

- Current or eligible member of Project RISE program
- 15 or more hours of course work completed
- 9 or more hours of enrollment each semester
- 2.50 semester GPA or better at time of application and to maintain eligibility
- Continual progress toward graduation
- History of responsible student behavior
- Ability to relate well with students
- Positive, encouraging attitude

NUMBER OF HOURS/WEEK: 10-13 max **HOURLY WAGE:** \$11

GENERAL WORK SCHEDULE:

Must be available for staff meetings on Mondays 3:30 – 5 pm
Otherwise, hours are flexible before/between/after classes during
weekdays

**PLEASE SUBMIT YOUR EMPLOYMENT APPLICATION TO
THE DEPARTMENT LISTED ON THIS JOB POSTING.**

**THE DEPARTMENT WILL CONTACT YOU DIRECTLY IF YOU
ARE SELECTED FOR AN INTERVIEW.**