

Job Title: Peer Mentor (1 Position)

Classification: Federal/State Work Study or Institutional Work Study (Student Worker)

Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Department Name & Department Code: Essential Studies 1072

Location: IAIA Campus

Supervisor Name: Kim Parko

Purpose/Role of the Student's Position within the Organization: The Peer Mentor is a leader on campus who will help ease the transition to college for first-year students. The Peer Mentors will be assigned to one Creative and Critical Thinking (C&CI) course and assist the instructor to meet the goals of the course and program. Mentors will offer peer insight into academic and social life at college, as well as provide supplemental support for all students on campus.

Job Duties/Responsibilities & Relationship to Purpose/Role:

- Provide presentations to your students about selected campus resources
- Develop a program or facilitate discussion related to the Creative and Critical Inquiry (C&CI) theme of the week(s)
- Attend events with mentees and facilitate discussion in class related to the event.
- Set-up individual meetings with mentees to support their transition to IAIA
- Demonstrate how to effectively utilize the ePortfolio system
- Provide a peer review on a papers or assignments for C&CI. share with the class their experience with similar assignments including successes and challenges
- Review or give feedback on C&CI reflection papers
- Set-up and actively maintain a Facebook group for your course section
- Facilitate discussion related to readings and course texts
- provide tips, recommendations for course success. assist with instruction of historically challenging course content, when appropriate.
- Attend C&CI classes
- Meet weekly with C&CI instructor and coordinator

Pay Rate: \$7.50 (IAIA Work Study Manual for Students, page 7)

General Qualifications:

Experience working with leadership and working with students

Demonstrated creative/critical thinking abilities

Interpersonal/intrapersonal skills

Effective communicator and listener

Enthusiastic

Collaborative – willing to work as a team

Length of Employment: August 15, 2016 thru December 9, 2016 (Fall);
Student must reapply every semester. Financial Aid eligibility must be met every semester.

Evaluation Procedure(s) and Schedule: Performance Evaluation form provided in IAIA Work Study Manual for Students (page 11).