

HAMILTON COLLEGE

POSITION DESCRIPTION

Job Title:	Multicultural Peer Mentoring Project Head Peer Mentor
Department:	Division of Student Life
Immediate Supervisor:	Assistant Dean for International Students and Accessibility
Supervisor Reports to:	Associate Dean for Diversity and Inclusion

Function

The Multicultural Peer Mentoring Project Head Peer Mentor assists in supporting first-year students as they embark on their Hamilton education. By coordinating programs and activities and facilitating relationship building between first-year students and experienced student mentors, the Multicultural Peer Mentoring Project Head Peer Mentor is an instrumental contributor to the Division of Student Life team that seeks to create an environment where new students experience a smooth transition, acclimation, and strong sense of belonging to the College. Although the program is open to any new student who desires a peer mentor, it is designed with the knowledge that international, first-generation (first in family to attend college) and historically underrepresented students may face unique challenges in transitioning to college life. Assistance and support is provided for the entire academic year.

Responsibilities

Specifically, the Multicultural Peer Mentoring Project Head Peer Mentor will:

- Assist the Assistant Dean with coordinating programs and activities (includes overseeing peer mentor programming)
- Collaborate with other campus offices, student organizations, etc. in the development of programs
- Administer the program's social media efforts, e.g. Facebook, etc. (includes assisting the Assistant Dean with publicizing and promoting the program)
- Provide frequent outreach to peer mentors and mentees
- Frequently collect information related to peer mentor and mentee interactions
- Facilitate individual and group mentor and mentee meetings
- Attend weekly staff meetings
- Assist the Assistant Dean with coordinating peer mentor recruitment/selection
- Assist the Assistant Dean with planning and facilitation of peer mentor training
- Perform other related duties as assigned

Position Qualifications

- Previous experience as a peer mentor preferred
- Must be in good academic and social standing
- Must have good general knowledge of campus offices and resources
- Ability to positively interact with diverse students
- Display a willingness to learn about different cultures
- Strong leadership, interpersonal and oral and written communication skills
- Self-starter with the ability to work effectively as an individual and as part of a team
- Advanced knowledge (skills) of computers and social media
- Willingness to work flexible hours, evenings and weekends as needed
- Jitney driver certification is a bonus