HAMILTON COLLEGE
POSITION DESCRIPTION

Job Title: Multicultural Peer Mentoring Project Student Assistant (2)

Department: Division of Student Life

Immediate Supervisor: Associate Dean of Students for Multicultural Affairs and Accessibility Services

Supervisor Reports to: Vice President for Student Affairs and Dean of Students

Function

The Multicultural Peer Mentoring Project Student Assistant supports first-year students as they embark on their Hamilton education. By coordinating the development of programs and activities, the Multicultural Peer Mentoring Project Student Assistant 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 special challenges in transitioning to college life. Assistance and support is provided for the entire academic year.

Responsibilities

Specifically, the Multicultural Peer Mentoring Project Student Assistant will:

- Assist the Associate Dean of Students with coordinating programs and activities (includes overseeing peer mentor programming)
- Communicate frequently with head peer mentors
- Attend and assist the Associate Dean of Students in facilitating group mentor and mentee meetings
- 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 Associate Dean of Students with publicizing and promoting the program)
- Assist the Associate Dean of Students with coordinating peer mentor recruitment/selection
- Assist the Associate Dean of Students with planning 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 interact with diverse students
- Display a willingness to learn about different cultures
- Experience planning events is preferred
- Strong leadership, interpersonal and oral and written communication skills
- Advanced knowledge (skills) of computers and social media
- Self-starter with the ability to work effectively as an individual and as part of a team
- Willingness to work flexible hours, evenings and weekends as needed
- Jitney driver certification is a bonus