

# Peer Mentor Job Description

## **Purpose of the Mentoring Program:**

The purpose of the Office of Multicultural Affairs Mentoring Program at West Chester University (WCU) is to assist first-year students of African, Asian, Latino, and Native American (multicultural) descent in making a successful transition to WCU.

The program, which is open to all first-year and transfer multicultural students, aims to empower individual student participants by providing them with a member of WCU's faculty/staff and multicultural student body who will guide, offer information, and support the student throughout his/her initial year of enrollment.

## **Role of the Peer Mentor:**

The Peer Mentor position is a paraprofessional and undergraduate student staff member of the Office of Multicultural Affairs. The Peer Mentor plays a vital role in assisting the Office of Multicultural Affairs in its continuous efforts to administer a comprehensive program that will positively impact first year multicultural students who matriculate at West Chester University. The Peer Mentor leader will fulfill tasks which will enhance the OMA office in its endeavors to foster the educational, career, financial, personal, social, and spiritual development of multicultural students.

## **Peer Mentor Position Responsibilities & Expectations:**

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1. Attend and actively participate in training activities.
2. Schedule and conduct weekly meetings with your assigned mentee group to discuss academic and social adjustment at the university, concerns, and successes as well as provide updates and beneficial information.
3. Meet one-on-one with your assigned mentees bi-weekly.
4. Assist mentees with planning academic and personal goals.
5. Attend weekly peer mentor staff meetings to provide updates to the Mentoring Coordinator regarding your assigned mentee group's progress. In addition, receiving updated information.
6. Attend planned Mentoring Program socials and programs that are coordinated by the Mentoring Program Coordinator. (These may be substituted for your bi-weekly mentee group.)
7. Assist in coordinating the daily operations of the OMA Mentoring Program.
8. Assist in the planning, coordinating, implementation, and evaluation of the OMA Mentoring Program activities and events.
9. Assist in the development, implementation, and evaluation of various programs sponsored and/or co-sponsored by OMA.
10. Assist in the advertising and dissemination of information for various programs sponsored and/or co-sponsored by OMA.
11. Assist with coordinating all facets of the planning of the Annual Multicultural Awards Programs.
12. Disseminate all pertinent information as designated by OMA to the mentees.
13. Assist in the training of new student support staff.
14. Other duties as assigned.