Peer Mentor Job Description

Application Timeline:

- February 1st: Peer Mentor & Wave Leader Common Application opens on NSLP WaveSync
- February 28th: Application Closes
- March 2nd – March 24th: Peer Mentor Interviews
- March 31st: Peer Mentor hire Notifications
- April 5th: Acceptances Due
- April TBD: Peer Mentor Spring Orientation Meeting
- End of April: Confirmed Peer Mentors will be placed with a first-year seminar course (TIDE, TIDB, COLQ) and faculty member

Overview

The Peer Mentor program is an academic leadership opportunity for upper-class students to serve as a mentor to first-year students in a first-year seminar classroom setting (Tides & Honors Colloquium). Peer Mentors play a crucial role in helping first-year students transition to the academic and social communities of Tulane. Additionally, Peer Mentors lay a foundation of support for first-year students by modeling a collaborative and inclusive academic culture. You can learn more about the Peer Mentor and First-Year Seminar programs at https://college.tulane.edu/enrichment/first-year-experience/tides/tides-peer-mentors and https://honors.tulane.edu/content/courses.

If you are interested in serving in the dual Wave Leader/Peer Mentor role, you will be asked to answer additional questions on your application. Peer Mentors serve for the full semester, August -December, 2021 and are student employees of Newcomb-Tulane College. For more information on the application timeline please visit https://tulane.campuslabs.com/engage/organization/new-student-leadership-programs.

Additional Requirements:

- Attend a Spring Orientation and Fall trainings, mid semester check-in, and end of semester appreciation event
- Engage Students via our online platform WISR periodically over the summer
- Deliver the two course anchors, noted below, throughout the semester
- Attend all First-Year Seminar classes and field trips, aiding in both classroom management and the planning of course enhancements, facilitate discussion, and meet with assigned professor regularly
- Submit weekly check-in report on Canvas
- Plan one class gathering for first-year students outside of normal class time
Meet with all mentees in person one-on-one twice during the semester and follow up via email or with additional meetings as necessary; be available for additional communication with, and support of, mentees

Attend two 15-minute one-on-one check-ins with Newcomb-Tulane College staff

Course Anchors

Peer Mentors are responsible for delivering important curricular themes, known as anchors. These are noted below, along with the requirements for each.

**Tulane Campus Culture and Academic Community:** The first-year seminar experience is an introduction into Tulane’s academic community and campus culture, supporting students in building affinity for the university and finding their people within it. Expectations include:

- Planning at least one out-of-class event during the semester, linking to an already-existing campus event. e.g. a lecture, Success coaching workshop, poster session, gallery tour, or panel discussion.
- Relaying important/interesting events relevant to class each week.

**Campus Resources:** Peer Mentors are connectors, introducing students to the academic resources and supports they need to be successful, both in their first year and beyond. Expectations include:

- Asking pointed questions to help connect students with appropriate campus resources.
- Relaying information about campus resources and opportunities to first-year students, such as the Honors Program, Academic Learning and Tutoring Center, and Career Services.
- Encouraged: Assisting students with making relevant campus appointments, where appropriate.

Learning Outcomes

Through participation in this program, Peer Mentors will develop skills in the following areas:

- **Teaching and Public Speaking**
  - Demonstrate proficiency in communication through facilitating discussions in the classroom, delivering course anchors, and assisting instructors with planning weekly seminars.
- **Modeling Academic Community and Inclusivity**
  - Demonstrate leadership to first year students through participation in seminar discussions and offer additional perspectives on course content
  - Create a positive community for their student cohort through the support of social and academic programming, both in and outside of class.
- **Counseling (Peer Mentorship)**
  - Provide individual student support through conducting regular one-on-one student meetings
- **Resources**
  - Apply knowledge of campus resources by referring students to appropriate campus partners

Compensation

The Peer Mentor role will be compensated $250 for the semester, paid in five monthly installments. This stipend will not interfere with any federal work-study eligibility. Your stipend is contingent upon good standing with the program.
**Spring & Fall Schedule**

All times and events listed below are mandatory requirements. Any conflicts with the dates below need to be discussed PRIOR to accepting the position(s).

<table>
<thead>
<tr>
<th>April 2021</th>
<th>Peer Mentor Spring Orientation. Times TBA [Choose one session]</th>
</tr>
</thead>
<tbody>
<tr>
<td>April/May 2021*</td>
<td>Peer Mentors are required to meet with their assigned instructor to complete and sign the learning contract. Due by the end of the spring semester.</td>
</tr>
<tr>
<td><em>August 2021</em></td>
<td>Fall Peer Mentor and NSO Training.</td>
</tr>
<tr>
<td><em>August 2021</em></td>
<td>New Student Orientation [Peer Mentors will have required duties throughout NSO. These duties will not interfere with Wave Leader role, if applicable.]</td>
</tr>
<tr>
<td>*October 2021</td>
<td>Mid Semester Check-In [Attend One Session]</td>
</tr>
<tr>
<td>*December, 2021</td>
<td>End of Semester Appreciation Event</td>
</tr>
</tbody>
</table>

*Dates are subject to change

---

Questions may be directed to Cameron Cooper, Senior Program Coordinator,

First-Year Experience I Newcomb-Tulane College

504.314.2974 l ccoope2@tulane.edu