



2021

## Peer Mentor Job Description

### Application Timeline:

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- February 1<sup>st</sup>: Peer Mentor & Wave Leader Common Application opens on NSLP WaveSync
- February 28<sup>th</sup>: Application Closes
- March 2<sup>nd</sup> – March 24<sup>th</sup>: Peer Mentor Interviews
- March 31<sup>st</sup>: Peer Mentor hire Notifications
- April 5<sup>th</sup>: 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

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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

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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

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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

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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

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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).

April 2021	Peer Mentor Spring Orientation. Times TBA [Choose one session]
April/May 2021*	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.
*August 2021*	Fall Peer Mentor and NSO Training.
*August 2021	New Student Orientation [Peer Mentors will have required duties throughout NSO. These duties will not interfere with Wave Leader role, if applicable.]
*October 2021	Mid Semester Check-In [Attend One Session]
*December, 2021	End of Semester Appreciation Event

\*Dates are subject to change

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

First-Year Experience I Newcomb-Tulane College

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