

# CLASSIFICATION SPECIFICATION

## Peer Mentor

PT Class Code Only: 4993      Pay Grade: C 01      FLSA: Non-Exempt      Rev. 08/30/19

**SUMMARY STATEMENT:** Incumbents are students who provide mentoring (group and/or individual) to peers as assigned.

### **NATURE AND SCOPE:**

An incumbent in this class typically reports to an administrator in Corporate and Community Programs. An incumbent fosters a network of support and helps ease the transition to college life for first year, first-generation Student Support Services Program participants (mentees) in order to enhance the academic, retention, and graduation success of this student population.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Provides mentoring (group and/or individual) to a peer (other student) as assigned. Meets with assigned mentees at least twice a month for the fall semester and once a month during the spring semester.
2. Records a general description (student contact form) of information covered with student following each mentoring session.
3. Arranges mentoring sessions to accommodate the availability of both the student and the incumbent.
4. Participates in all necessary training sessions, workshops, team meetings/activities, etc.
5. Refers any mentees having difficulties to appropriate College personnel, campus/community services and/or resources.
6. Maintains the dignity, integrity, and confidentiality of the Peer Mentor Program with the mentees, mentors, and the campus community.
7. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of various campus and community resources.
- ◇ Ability to listen and build peer mentoring relationships.
- ◇ Ability to communicate effectively, both orally and in writing, with a diverse population in a multicultural environment.
- ◇ Basic keyboarding skills.

**MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED.
- ◇ Currently enrolled student at Delaware Technical Community College.