

SCI-Arc

Peer Mentors (PMs) are knowledgeable guides and advocates who encourage and support student success at SCI-Arc. They assist with the facilitation of New Student Orientation (NSO) as well as the acclimation to SCI-Arc and its resources throughout all students' first year. This position begins prior to the start of classes. Peer Mentors begin working on Tuesday, August 26, 2025 and are required to work the next three days for Orientation.

Essential Duties and Responsibilities:

- Attend training one day prior to NSO (Tuesday, August 26, 2025)
- Attend and assist with facilitation of NSO (Wednesday, August 27 - Friday, August 29, 2025)
- Serve as an enthusiastic resource to help students succeed at SCI-Arc
- Develop and maintain relationships with mentees to provide support with a focus on acclimation to SCI-Arc, sense of belonging and academic goals
- Check in on regular basis with mentees
- Assist with development of study skills, time management and stress management for new students
- Reply to all messages (email, text, call) from supervisor within 48 hours
- One semester or one-year commitment to helping students succeed academically, socially, emotionally, and professionally
- Attend staff meetings when applicable
- Assist with Student Services events
- Work 5 - 10 hours per week
 - Maintain Office Hours (minimum of 3 per week, maximum of 5)
 - Attend 2 STUN meetings per semester (1 hour meeting)
 - Attend a minimum of two SCI-Arc events each semester and invite your mentees to attend with you

Qualifications:

- Continuing Undergraduate SCI-Arc student (2A or above), Graduate SCI-Arc student (2nd year or above), Continuing Postgraduate SCI-Arc student
- Minimum GPA of 3.0
- Exceptional organizational skills with strong attention to detail
- Excellent communication skills (both verbal and written), as well as excellent interpersonal and leadership skills
- Ability to work both independently and in a team environment
- Reliable, punctual and conscientious individual who demonstrates good judgment and time management skills
- Willingness to learn, share information and lead discussions about the development of like skills
- Desire to help peers succeed
- Knowledge of campus and its resources
- Ability to work with a diverse community and possess a commitment to equity and inclusion

Compensation: Work Study Hourly Rate (\$17.87/hour)

Application Procedure: Submit application online

SCI-Arc is an Equal Opportunity Employer