

**ACS Peer Mentor
Roxbury Community College Arts & Sciences
Work Study Position Description
Spring 2023**

Job Summary:

RCC Peer Mentors assigned to an ACS 102 course will work along with the ACE 102 instructor to assist with providing enrolled ACS students support, guidance, motivation, and accountability at RCC for their aspirations to be successful. Peer Mentors serve as a key resource for ACS students by sharing their experiences, exposure, and knowledge about how to be a successful college student and strategies for eliminating barriers to academic, personal, and professional access.

Position Dates:

Official Position Date: Tuesday, January 17, 2023 — Friday, May 5, 2023

Position Requirements:

Enrolled as full-time student.

Completion of two semesters.

A 2.7 GPA or above.

Must be available to work 6-8 hours per week.

Willing to serve as an enthusiastic/positive representative of student support services.

A desire to help other students be successful.

Ability to plan, execute, and strategize progress towards goal completion.

Knowledge of college, departments, services, and general knowledge of programs of study.

Available to meet with individual assigned ACS mentees.

Effective communication and time management skills.

Utilize an empathy-driven approach while building relationships.

Ability to identify innovative solutions to creatively solve problems.

Primary Duties:

Serve assigned number of ACS mentees throughout the Spring 2023 semester.

Attend assigned ACS classes as scheduled either day or night throughout the Spring 2023 semester 3 hours per week.

Meet with individual assigned ACS mentees 1-3 hours per week.

Send email communication weekly regarding announcements, updates, and/or reminders to all mentees 1 hour per week.

Meet with your assigned ACS faculty 1 hour per week to discuss lesson plans, assigned duties, professional development, and provide communication regarding mentees.

Respond to mentees emails within 24 hours and in a professional manner.

Utilize a student-development framework while working with students, with an emphasis on skill building within time management, academic success and exploration, career-readiness explorations, and anything else related to personal and professional development.

As a Peer Mentor you will gain the following experience:

Enhancement of professional resume.

Development and/or enhanced leadership skills.

Mentoring and advising skills.

Community building skills.

Interpersonal and communication skills.

A sense of satisfaction.

Facilitation of one's personal growth.

Contact

Dr. Una DeChellis

Email: udechellis@rcc.mass.edu

Office Number: (857) 701-1436

Location: Building 3- Room 455G