

Position Title: Commuter Peer Mentor (CPM)
Division: Student Affairs
Department: Commuter Services
Reports to: Assistant Director for Commuter Services

Position Summary

Commuter Peer Mentors (CPMs) support the mission of Commuter Services by engaging with incoming first-year commuter students, supporting commuter programming and maintaining The Commuter Lounge. CPMs serve as leaders and mentors, guiding students through their transition to Xavier University. Responsibilities include facilitating team-building and development activities, sharing insights about the commuter experience, and providing ongoing peer support to help new commuters acclimate to campus life and develop a sense of belonging. This role offers valuable leadership experience and professional development opportunities for future careers and leadership positions.

Qualifications

University Requirements

- Must be a current Xavier student in good standing, which includes:
 - Not on University probation
 - Completion of any previous conduct sanctions
 - A cumulative GPA of 2.5 or higher (as of the spring semester prior to the start of employment)

Preferred Qualifications

- Has experience as a commuter student at Xavier University
 - Demonstrates a strong understanding of and commitment to the mission of Commuter Services
 - Exhibits professionalism, respect for all individuals, and a willingness to engage with and support others
 - Possesses strong interpersonal skills, adaptability, and enthusiasm
 - Must be enrolled as a full-time undergraduate student during employment (Fall through Spring)
 - Students studying abroad during their employment term are ineligible unless granted an exception by the Assistant Director for Commuter Services
 - Students serving as Resident Assistants (RAs), Smooth Transition Mentors, or Manresa Leaders during the same semester are ineligible for this position
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Duties and Responsibilities

- Lead a small group of first-year commuter students during **Manresa Orientation** and provide ongoing monthly engagement throughout the semester
- Maintain regular contact with assigned students throughout their first semester, including **weekly check-ins**
- Serve **at least two (2) drop-in hours per week** in the Commuter Lounge, which includes tracking visitor attendance and maintaining cleanliness of the space
- Attend staff meetings
- Facilitate small group activities, discussions, and peer support during drop-in hours

- Personally welcome new commuter students to the Xavier community and serve as a resource for their transition
- Develop leadership skills in facilitation, collaboration, and problem-solving
- Actively participate in all **Commuter Services events and training sessions**
- Assist in the **planning and implementation** of commuter-focused programs, including Manresa activities, monthly programming, and weekly communication efforts
- Demonstrate initiative in learning more about Commuter Services resources, policies, and programs

This position provides an opportunity to make a meaningful impact on the commuter student experience at Xavier University while gaining valuable mentorship and leadership skills.