Involvement Intern for the Peer Mentor Program
Position Description

Term: August 24, 2020 – May 7, 2021

Hours: 8-10 office hours/week plus events and meetings

Pay: $9.20/hour (Student Worker Level II)

Requirements and Qualifications

1. Must be enrolled as a full-time Xavier undergraduate for the duration of employment.
2. Must be in good standing with the University. Good standing includes both discipline and academic standing, and for this purpose is defined as follows:
   a. Not on University probation
   b. Not on Residence Life probation
   c. Any previously assigned conduct sanctions were completed on time
   d. Cumulative GPA of 2.75 or higher through spring semester 2021
3. Must have strong verbal and written communication skills, Xavier event planning experience, and ability to take initiative and work independently.
4. Candidates must demonstrate an interest in the work of the Office of Student Involvement and the ability to develop and implement programs for a variety of audiences.
5. Prior leadership and campus involvement experience is preferred.
6. Knowledge of Adobe Creative Suite or Canva is preferred.
7. Must abide by university policies and regulations.
8. Must be eligible to work in the United States.

All Intern Responsibilities

- Complete your assigned Intern projects
- Be fully present for all Intern events and meetings
- Support and assist other Interns with projects
- Support and assist with OSI events and projects. Interns MUST be available for the following, unless there is a class conflict:
  - Family Weekend (Friday, October 23 & Saturday, October 25)
  - Admission Events such as X-Days (TBA, will be divided)
  - Club Day (Wednesday, September 2)
  - Student Organizations Academy (Saturday, September 12)
  - Winter Club Day (Wednesday, January 20)
  - Others as needed by OSI staff
- Serve as a primary user for OSI social media accounts (i.e. Facebook, Twitter, Instagram, and OrgSync)
- Maintain privacy with all student records and confidential information
- Provide general support for the OSI staff
- Meet all deadlines
- Keep accurate records; at times, confidentiality and discretion are a must for these roles
- Other duties as assigned

Position Specific Responsibilities

Program Support
- Supervision
  - Co-supervise 60 Peer Mentors, tracking attendance, serving as a resource to problem solve, holding them accountable for their roles, and assisting with payroll management.
- Communication
  - Create and send the Peer Mentor Weekly email update
  - Manage the Peer Mentor Canvas page
  - Curate social media posts for the Peer Mentor program
  - Regularly check the Peer Mentor email account and coordinate appropriate responses
  - Provide updates and communicate important information to Goa instructors and Goa program coordinators
• Support and Referrals
  • Provide support and coaching for Peer Mentors as needed, including offering appropriate referrals to program coordinators and/or offices/departments
  • Make appropriate referrals for first-year students to offices/departments as needed

• Recruitment and Selection
  • Lead efforts in creating promotional materials to recruit Peer Mentors for 2020-2021
  • Track applications and manage recruitment through the One App
  • Support selection logistics as needed by program coordinator
  • Support Peer Mentor and Goa section matching process

• Evaluation and Assessment
  • Support program evaluation and assessment with both Peer Mentors and First Year students
  • Support research and benchmarking efforts regarding Peer Mentor initiatives
  • Make recommendations based on results

Training
• Work with the Assistant Director to develop the Fall and Spring trainings for all Peer Mentors
  o Develop content for the sessions based on Goa lesson plans and other needs of Peer Mentors
  o Facilitate pieces of training as designated
  o Track attendance at training
  o Meet with Peer Mentors who cannot attend training to provide the materials
• Create content for summer online training materials in Canvas

General
• Manage needed supplies for program, making supply purchases as needed
• Provide general support to the Assistant Director as needed with program management
• Provide general office support to the Assistant Director for Leadership & Orientation
• Must have a general interest in first year student transition and development