FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Basic Education

SUPERVISOR: Melissa Schmidt
PHONE #: 920-924-6394
OFFICE: A-224

HOURS PER WEEK:
2 to 13 hours per week

PROGRAM RECOMMENDED:
Any program or technical diploma

PURPOSE STATEMENT:
Peer Mentors needed for prospective MPTC students who are working on their GED/HSED/ELL skills at MPTC, with the goal of assisting in their transition and acclimation to college.

SPECIAL REQUIREMENTS:
• Work Study Eligible for Financial Aid
• At least 12 credits earned at MPTC with a 3.2 GPA
• Completion of College 101 with a grade of A or B

JOB SKILLS NEEDED:
• Strong desire to help others succeed
• Highly values education
• Excellent communication skills
• Knowledge of college resources at MPTC
• Record keeping (timesheet)
• Punctual and reliable
• Positive attitude
• Team player

FUNCTION LEVEL:
Medium to high skill level

JOB TITLE: PEER MENTOR

JOB DESCRIPTION:
• Check-in with Mentee at least 2x/week via email or phone
• Attend at least 3 campus activities per semester with Mentee
• Two face-to-face meetings required each month with Mentee
• Help Mentee identify barriers to success and campus/community resources
• High desire to help someone succeed as a student at MPTC
• Strong communication skills, personable
• Open communication with Peer Mentoring Coordinator each week
• Attend required orientation and Peer Mentoring activities as assigned
• Pay is $9.50/hour through Work Study. Must be Work Study Eligible through Financial Aid Office