

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