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## **SENIOR PEER LEADER JOB DESCRIPTION**

Over the fall semester, Senior Peer Leaders work closely with the Program Coordinator to lead and supervise a team of Peer Leaders, who support incoming students with their academic, cultural, and social transition into the University. Senior Peer Leaders play an integral leadership role at Orientation events and continue to oversee a small team of Peer Leaders throughout the academic year.

Additionally, during the winter semester, Seniors will oversee 3-5 assigned Ridgebacks Mentors tasked with providing one-to-one peer-mentoring and goal-setting support to first-year student mentees.

**Note:** *The Senior Peer Leader role will require some summer, evening, and weekend commitments. Please ensure availability for* ***all*** *mandatory training dates and Orientation requirements. All successful Peer Leaders must have a GPA in Clear Standing of 2.0 or higher to participate in this role. Inability to fulfill these commitments may impact eligibility.*

# TIME COMMITMENT

This position runs from March 2022 to April 2023. During this time, Senior Peer Leaders will complete the following **mandatory** activities:

* Complete Ambassador Training, Level 2 - By September 2022
* Attend a Peer Leader Meet and Greet – Spring 2022
* Complete Online Training Modules by intermittent deadlines – Spring/Summer 2022
* Attend Orientation Training Day – September 2022
* Attend all necessary Orientation programming required - September 2022
* Monthly mentoring duties (~5-8 hours/month) – September to April 2022
* Complete Ridgebacks Mentoring Training - December 2022/January 2023

# RESPONSIBILITIES

### **Spring/Summer**

* Attend all Peer Leader training dates and retreats, as required
* Routinely respond to email updates from the program Coordinator
* Connect with each assigned Peer Leaders
* Join, and engage in online Peer Leader community – Facebook Group
* Coordinate Orientation planning with the Peer Leader group
* Co-host a Peer Leader Meeting for your assigned faculty team with your SPL partner

### **Fall Orientation**

### Attend Orientation prep meeting w/ Peer Leaders and SEE staff

### Liaise between the Coordinator and assigned Peer Leaders throughout Orientation

### Facilitate introductions between mentees and assigned Peer Leaders

* Support and coordinate Peer Leader teams during Orientation, oversee the schedule

### **Fall Semester**

* Connect with Peer Leaders regularly to monitor engagements and progress
* Submit monthly logs, reporting on Peer Leader engagement
* Plan and facilitate mentoring events for your faculty monthly
* Engage with the Peer Leader team through the online community, provide updates
* Host Peer Leader team meetings for your faculty monthly
* Attend Senior Peer Leader Team Meetings monthly
* Meet 1:1 with the program Coordinator at least twice each semester, goal-setting
* Submit a Fall Semester Feedback Survey (December)

**Winter Semester**

* Complete Ridgebacks Mentoring Program training
* Oversee and supervise 2-4 assigned Ridgebacks Mentors throughout the semester
* Meet with assigned mentors regularly to coach them on program processes
* Meet with the Coordinator regularly to report on the progress of mentors and mentees
* Submit an End-of-year Feedback Survey (April)

# SKILLS

Communication Skills

* Ability to actively listen, interpret and respond in a way that ensures effective communication with staff, peers, and mentees
* Confidence in presenting and speaking to unfamiliar groups of people, including students, staff, faculty, and members of the community

Organization

* Ability to prioritize tasks and manage time effectively
* Understanding of how to set SMART goals for personal growth and success
* Ability to plan, coordinate and execute events and student engagement initiatives

Interpersonal

* Ability to work effectively with diverse groups and individuals of different backgrounds, experiences, and skill-sets, to foster a cohesive and open campus culture
* Strong understanding of equity-related issues; along with a keen willingness to engage in dialogue and learn about diversity and inclusivity