

Academic Advising Center – Academic Peer Mentor *Position Description*

Overview

Academic Peer Mentors will advance the mission and vision of St. Cloud Technical & Community College (SCTCC) and the Academic Advising Center by serving as peer mentors during New Student Advising & Registration.

Reports to: Sand Dwyer or Stacy Griffey, Academic Advising Center

Responsibilities

Academic Peer Mentors will assist with various aspects of New Student Advising & Registration Sessions and will serve as Peer Mentors to new and other current students throughout the academic year:

- Peer Mentor will work between 10 and 15 hours a week
- Promote SCTCC as a friendly and welcoming environment
- Assist in developing and participating in events and activities as assigned
- Work closely with advisors to assist new students during Advising and Registrations Days
- Utilize patience, friendliness and a positive attitude in all interactions with students
- Build rapport and maintain appropriate peer relationships with new and current students
- Provide students with appropriate referrals to campus resources, activities, student organizations
- Maintain confidentiality of student information and adhere to FERPA policy
- Offer general support and encouragement to students regarding a host of student success measures such as utilizing CAS and library, accessing the computer, working in the lab etc.
- Other tasks and duties as assigned

Qualifications

Minimum:

- Currently enrolled student, in good academic standing
- Completed at least 1 semester at SCTCC or 12 credits of college level coursework
- Cumulative GPA of 2.5 or higher
- Ability to attend mandatory training
- Available to work Summer Advising & Registration sessions
- Participate in Advising & Registration sessions during the academic year as schedules permit.
- High level of comfort with computers, preferably using E-services, SCTCC Student Email, Desire2Learn, etc
- Positive, friendly, and familiar working with diverse groups of people
- Ability to work collaboratively with faculty, staff, and students

Preferred:

- At least 1 academic school year commitment (including some dates in summer 2017)
- Knowledge of SCTCC procedures and processes
- Previously taken INTS 1155 course
- Experience with or knowledge of SCTCC resources including Academic Advising, Center for Academic Success, TRiO, Disability Services, Counseling, Admissions, Faculty, etc

Compensation

- \$10.50/hour (Approx. 10-15 hours per week)

- Combined hours of Academic Peer Mentor position and any additional work study or other student help positions cannot exceed 20 hours per week

Application Process

Interested students should fill out the attached application and return it to the Academic Advising Center (Room 1-312). A complete application packet will include:

- Application form
- Online reference completed by faculty or staff member
- Completed scheduling form

You will be contacted via email and phone if you are selected for an interview.

SCTCC's Mission, Values, and Priorities (<http://sctcc.edu/mvp>)

Vision Statement:

St. Cloud Technical & Community College is the college of choice for quality career, technical and transferable education, focused on highly-skilled employment and life-long learning opportunities.

Mission Statement:

St. Cloud Technical & Community College prepares students for life-long learning by providing career, technical and transferable education.

Core Values:

- Student success through collaboration and cooperation
- A friendly, respectful, enthusiastic, safe, and diverse atmosphere
- Student-centered from prospect through alumni
- Staff development and success
- A team oriented environment
- Relationships with industry and community
- Quality and continuous improvement
- Innovation, creativity, and flexibility
- Contextual and technologically driven learning experiences

Pillars of Success:

SCTCC embrace give "Pillars of Success." The pillars of success are defined as: SCTCC's priorities to achieve performance, excellence, focusing on accountability, data driven decision making, and assessment. The identified key measure help SCTCC define and measure progress toward our priorities.

- Student Success
- Community Building
- Developing a Skilled Workforce
- Sustainability
- Internal Workforce Engagement

Academic Advising Center Mission and Values

The Academic Advising Center at St. Cloud Technical and Community College is committed to providing a safe and respectful environment that fosters learning, decision making, and educational ownership. Advisors partner with students to develop an educational plan compatible with the students' interests, abilities, and career goals.

Core Values

- Empower students to take ownership of their education
- Collaboration with faculty and campus partners
- Respect for individuals

Contact

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