

Upward Bound – Peer Mentor

TITLE: Peer Mentor

DEPARTMENT/DIVISION: Upward Bound

DATE PREPARED: February 22, 2022

REPORTS TO: Director of Upward Bound

CLASSIFICATION: Temporary (Part-time)

POSITION SUMMARY

Under general supervision, Peer Mentors serve as role models and help high school students manage any obstacles they face as they transition to Post-Secondary Education. They assist with registering for the ACT, completing all college entrance and financial aid application. Assist Upward Bound Staff with implementing and supervising all activities with participants on and off campus.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Help participants become familiar with SSC and Upward bound resources
- Develops positive and supportive relationships with participant, mentoring them on academic, personal, social, college/career concerns and completing college entrance and financial aid applications.
- Assists Upward Bound Coordinators throughout the day with supervision during meals, classes, bus rides and with planned activities.
- Lead group study sessions, including tutoring and teaching study skills.
- Assists teachers with classroom activities, monitoring classes.
- Supervise activities and enforce program rules to ensure the health and safety of 15 – 25 participants and create an atmosphere that appreciates the diverse cultures, traditions, lifestyles, and beliefs of all participants.
- Monitor and interact with participants during field trips, activities, snack time and bus rides.
- Provide one-on-one support and encouragement to help participants develop an increased sense of confidence.
- Refer participant disciplinary issues, crisis and personal issues to appropriate staff, and make recommendations for responses based on behavioral concerns.

OTHER DUTIES AND RESPONSIBILITIES

- Take/pick up off campus work study participants.
- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge:** Completed or pursuing a college degree, have extensive knowledge of Upward Bound and Seminole State College and strong leadership qualities
- Skills:** Applicant must be a self-motivated, excellent time management and human relations skills, organizational skills, and communicate constructively and effectively.
- Abilities:** Work with a diverse population and be committed to help participants prepare for college; commitment to be a positive role model. Must act professionally, maintain a great working relationship with the staff from Upward Bound, Seminole State College, and Upward Bound participants.

APPROVALS:

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Human Resources: _____ Date: _____

Employee Review: I have read the above job description, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the College's needs. I attest I have been given a copy of this description.

Employee Signature: _____ Date: _____

APPLICATION PROCEDURE:

Applications are available in the Upward Bound office (Scott 108) during regular business hours (8:00 – 4:00). Completed applications should be submitted along with college transcripts (if applicable) to: Upward Bound, Seminole State College, P. O. Box 351, Seminole, Oklahoma 74818.

DEADLINE FOR APPLICATIONS:

Application reviews will begin on April 04, 2022 and will continue until the positions are filled.