**Grand Valley State University**

**Job Description**

 **TRiO Student Support Services Peer Mentor**

The peer mentor is a student staff member who provides leadership for participants in the TRiO Student Support Services Program. Mentors assist in achieving the program goal of supporting first generation and low-income students who are pursing degrees at Grand Valley State University. In addition, the program’s primary goal is graduating all students who participate in the program. TRiO Student Support Services Program is a yearlong program. Each mentor will be assigned to help first year students of the program in exploring and succeeding in their studies and campus community.

**Required Qualifications:**

* Active participant in TRiO Student Support Services Program
* Demonstrate knowledge of campus and community resources
* Demonstrate knowledge of research tools available to GVSU students
* Cumulative GPA of 2.5 or higher
* Excellent oral and written communication skills
* Computer literacy

**Responsibilities**:

* Mentor first year undergraduate students throughout academic year
* Refer students to appropriate university resources, as the needs arise
* Meet with mentee one-on-one once a month
* Provide regular written documentation of interaction with mentees
* Regularly attend scheduled TRiO meetings and programs for SSS participants
* Meet with students in your major for questions and answers
* Attend, assist and present at various workshops and seminars
* Other duties as assigned by supervisor

**Application Requirements:**

* Completed Application
* Resume
* Class Schedule for Fall 2018

**Priority Deadline: August 15th, 2018**

**Application materials must be submitted to:** Care Allen at allencar@gvsu.edu