

POSITION OVERVIEW

Position Description

The role of the Peer Mentor is to support Babson College in achieving the goals of transition and retention for new students (first-year, transfer, and exchange) at Undergraduate Orientation and throughout their first year at Babson. In doing so, Peer Mentors will:

- Lead and mentor a group of students through orientation and into their first semester
- Develop and facilitate engaging discussions, activities, and educational content in small group sessions
- Create a safe, open, and inclusive space for students to share and learn

Position Outcomes

Student leaders who are selected, trained, and serve as Peer Mentors will be able to:

- Articulate and recognize the campus resources available to new students and families
- Demonstrate effective group facilitation skills
- Reasonably articulate the policies and expectations of community members as outlined by Babson College's Office of Community Standards
- Recognize warning signs of problems and mental health concerns in order to effectively counsel new students and refer them to appropriate campus resources
- Identify problems, gather relevant information, and determine and implement a best solution
- Demonstrate cultural awareness and the ability to facilitate discussion around diversity, equity, inclusion, and belonging
- Articulate and explain, in general, the undergraduate curriculum for first-year students
- Demonstrate professionalism in all communication with first-year students and parents, through all mediums (face-to-face, email and written, social media)
- Reflect on their own personal values, passions, and experiences to be able to best serve new students and their families
- Recognize concerns with new students around physical and emotional wellness, and refer students to appropriate resources

Experience, Qualifications, and Eligibility

- Maintain full time student status as a Babson undergraduate student and a 2.5 minimum semester and cumulative grade point average (GPA) prior to, and during, the position commitment period
- Remain in good standing with the College as determined by the Office of Community Standards prior to, and during, the position commitment period
- Experience leading or mentoring others and working in a collaborative environment
- Strong oral and written communication skills
- Strong desire to lead difficult conversations
- Planning and executing events or programs
- Demonstrated ability to problem solve

Remuneration & Benefits

- Hourly pay, \$13.50 per hour, for full participation and completion of position responsibilities
- Early move-in for campus housing and meals will be provided during Peer Mentor training and Orientation
- Receive Peer Mentor and Babson branded apparel and accessories to represent the college during Orientation and at Peer Mentor events

Position Commitment Period

March, 2021 – May, 2022

RESPONSIBILITIES & TIME COMMITMENT

Peer Mentor Training

- Attend, be on time, and be engaged for all training sessions and scheduled meetings pertaining to the Peer Mentor position
- Complete asynchronous virtual training programs throughout the summer, as necessary
- Attend in-person synchronous training prior to the start of Orientation (**should community guidelines dictate the need for a hybrid learning model, some Peer Mentors may have the opportunity to attend this synchronous training virtually*)

Summer/Winter Virtual Orientation

- Participate in some limited content within the undergraduate virtual orientation program (social programming, panel discussions, pre-produced video content)

Fall/Spring In-Person Orientation

- Attend all in-person Fall Orientation events and sessions as assigned, plus Spring Orientation (if applicable)
- Facilitate regular small-group meetings throughout the program, leading conversations on involvement, wellness, community expectations, diversity/equity/inclusion, academics, etc.
- Participate in Peer Mentor led speaker series, skits, and/or live performances for the new student class
- Lead campus-wide social programming (social events, large group ice breakers, competitions, scavenger hunt, etc.) for new students during Orientation

GENERAL EXPECTATIONS

Professionalism

- Act as a representative of Babson College and maintain a high level of professionalism with new students and families
- Maintain appropriate interpersonal relationships with new students throughout the commitment period
- Maintain appropriate confidentiality with student information and records
- Agree to and abide by the Babson College Residence Education Early Arrival Agreement, Housing Contract, and Undergraduate Student Handbook throughout, and prior to, the commitment period
- Act in accordance with all state and federal laws as they relate to the purchase, consumption, possession, and/or distribution of alcohol and other drugs
- Refrain from consuming alcohol the evening before, or on the day of, a training session or orientation program, regardless of age
- Do not smoke in prohibited areas on campus, in front of students and/or families, or have it interfere with assigned responsibilities
- Adhere to all health and safety guidelines set by the state of Massachusetts and the College

Student Wellness & Engagement

- As a “Responsible Employee” under Babson’s Gender-Based Misconduct Policy, Peer Mentors have the duty to report incidents of gender-based or other student misconduct to Babson’s Title IX Coordinator
- Encourage students to engage with the community (campus involvement, leadership positions, connections with faculty and staff, campus events, campus jobs, networking)
- Report any concerning behaviors, interactions, or incidents with new students to a manager (Conor O’Brien, Maribeth Flakes) or to an appropriate reporting structure (CARE Report, Bias Incident Protocol, etc.)
- Address student mentee needs and concerns as they arise, in a timely manner

IMPORTANT DATES

Mandatory Dates

- Peer Mentor Spring Meeting: *Friday, April 2, 2021 (1:00-2:00pm) (virtual)*
- Asynchronous Summer Training: *TBD*
- Peer Mentor Move-In: *Wednesday, August 18, 2021*
- In-Person Fall Training: *Sunday, August 22 – Thursday, August 26, 2021 (all day)*
- Fall Orientation: *Friday, August 27 – Monday, August 30, 2021 (all day)*
- Fall Leadership Training: *TBD*
- Peer Mentor Banquet: *Friday, December 3, 2021 (5:00-7:00pm)*
- Spring Move-In: **TBD*
- Spring Training & Prep: **TBD*
- Spring Orientation: **TBD*
- Group Process (Selection): ***TBD*
- Individual Interviews (Selection): ***TBD*

**Date only applies to Spring Peer Mentors*

***Actual days & times will vary for individual Peer Mentors*