**Grand Valley State University**

**Job Description**

**TRIO Student Support Services Peer Mentor**

*The TRIO Student Support Service program at Grand Valley State University is* ***committed*** *to increasing the rates of academic achievement, retention, and graduation among historically underrepresented students. This is accomplished by providing* ***holistic and individualized*** *support services that maximize students' innate abilities and draw upon available resources within and outside of the University to benefit students, families and the larger community.*

*We create a safe and comfortable environment that promotes* ***belonging.*** *Together with students, we offer activities, experiences and opportunities congruent with the educational mission of the university and student’s educational aspirations. Through interventions that foster dialogue with students, staff, and faculty, we provide mentees with* ***educational support.***

*Through active involvement in the process of their own education, mentees are empowered to further their* ***individual development,*** *contribute to the positive development of their community, value diversity, and increase their investment in and commitment to learning.*

**General Description**

A peer mentor is a student staff member who provides leadership for participants in the TRIO SSS CLASSIC & STEM/ Health Sciences Program. Mentors assist in achieving the program goal of supporting first generation and low income students who are pursing degrees in all majors. In addition, the program’s primary goal is graduating all students who participate in the program. TRIO SSS CLASSIC & TRIO STEM Peer Mentor Program is a yearlong program. Each mentor will be assigned to help first year students at Grand Valley State University (freshman and transfer students) of the program in exploring and succeeding in their perspective majors.

**Required Qualifications:**

* Active participant in TRIO CLASSIC & TRIO STEM Program
* Demonstrate knowledge of campus and community resources
* Cumulative GPA of 2.6 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 monthly mentor meetings
* Attend, assist and present at various workshops and seminars
* Other duties as assigned by supervisor

**Application Requirements:**

* 1 page cover letter (please include the following):
  + Why are you interested in the position?
  + How has the TRIO SSS CLASSIC or TRIO STEM Program shaped your student experience?
* Resume

**Priority Deadline: March 14 -April 6, 2022**

**Virtual Interviews: April 11-15, 2022**

**Job offers: April 18-22, 2022**

**Mandatory Peer Mentor Training: August 2022 Off Campus**

**(Possibly August 14-16, 2022)**

**Application materials must be submitted to:**

TRIO CLASSIC – Tanisha Kuykendall, [kuyktani@gvsu.edu](mailto:kuyktani@gvsu.edu)

TRIO STEM Program - Linda Rettig, [rettigli@gvsu.edu](mailto:rettigli@gvsu.edu)