

New Student Peer Mentor Position Description

We are looking for enthusiastic, creative, caring individuals who have the ability to contribute positively to a team, maintain a sense of humor and have a genuine desire to help new first year and transfer students and their family members make the transition to Lewis & Clark College.

Beginning in 2023, New Student Orientation (NSO) Leaders are being merged into a new role called the New Student Peer Mentors (NSPMs)! This exciting new position starts in August and continues through the fall semester. In addition, the position includes a financial leadership award! Serving in this role provides a unique opportunity for current students to invest in the success of new students and the future of the College. NSPMs are exemplary Lewis & Clark students who serve as ambassadors to the College and role models to incoming students.

Qualifications

- Achieve a minimum cumulative GPA of 2.5 AND a minimum GPA of 2.5 per academic semester; a minimum GPA of 3.0 is preferred
- Completed at least two semesters at Lewis & Clark (by the start of the next academic year)
- Desire to provide a welcoming and inclusive environment at the College
- Able to responsibly manage hours related to the role that vary from week to week
- Student Rights and Responsibilities / Behavior
 - All applicants will be reviewed by The Office of Student Rights and Responsibilities (SSR) for a student record review and conduct record check. The Office of New Student Orientation and The First Year Experience holds the right to deny an application based on SRR's review and suggestions.
 - Students formally found responsible for violating policy by The Office of Student Right and Responsibilities within the last year will not be considered for the position. Students with more than 2 informal policy violations with The Office of Student Rights and Responsibilities within the last year are not eligible for the position.
 - A policy violation while in the role may lead to removal from the position and could impact the leadership award

Responsibilities

- Serve as a guide and resource for a group ranging from 15-25 incoming students (group may be larger if assigned to transfer students) during Orientation and continuing into the fall semester
- Assist with New Student Trips (NSTs) and NSO move-in, Orientation day-time programming, and Orientation evening events
- Be knowledgeable of College resources such as counseling, tutoring, student involvement, etc.
- Have a minimum of two one-on-one meetings with every student in your group during the fall semester
- Have contact with each assigned student at least once a month

- Share with supervisor any concerns regarding assigned students
- Plan two co-curricular activities taking place outside of the classroom
- Plan an additional co-curricular activity that takes place in downtown Portland or surrounding neighborhoods and utilizes mass transportation (e.g. Trimet)
- Engage in the position for an average of five hours a week for the entire fall semester after the orientation period
- Attend monthly team meetings/professional development
- Ability to honor and work with all identities and individuals, particularly those who are underrepresented in the country and/or at Lewis & Clark College.
- Be mindful of e-mail and Google Spaces and respond in a timely fashion as needed

Important Dates with Attendance Expectations

- Peer Leadership Collective Summit - 3/10-3/11/23
- Spring training - TBD
- NSPM summer virtual training - Mid to Late June 2023
- NSPM pre-orientation training begins - 8/25/23
- New Student Orientation begins - 8/30/23
- NSPMs are expected to be on-campus over Labor Day weekend 2023
- NSPM Orientation Debrief - 9/8/23

Leadership Award

- A financial leadership award of \$1,180 will be paid in increments for NSO and the fall 2023 semester
- Meals during August training and New Student Orientation (until fall semester meal plans begin)

Application Steps & Timeline

1. Fill out the [New Student Peer Mentor Google Form application](#). The deadline is February 6, 2023.
2. In-person interviews will take place between February 14th- 28th. Final decisions will be made by the end of February.
3. Questions? E-mail nso@lclark.edu