

## **New Student Peer Mentor Position Description for Fall 2024**

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.

The New Student Peer Mentor position starts with training in the spring and summer and continues throughout the fall semester. 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 (SRR) 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 smaller or larger if assigned to transfer students) during Orientation and continuing into the fall semester
- Assist with 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 NSPM team meetings/professional development as scheduled
- 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, WhatsApp, and Google Spaces and respond in a timely fashion as needed

#### *Important Dates with Attendance Expectations*

- We encourage NSPMs to participate in Peer Leadership Collective Summit events. We will email NSPMs about these opportunities.
- NSPM Spring welcome - Tuesday, April 2nd at 4pm
- NSPM Spring training - Tuesday, April 23rd at 4pm
- NSPM summer virtual training - July 2024
- NSPM pre-orientation training - 8/22/24 through 8/27/24
- New Student Orientation - 8/28/24 - 9/1/24
  - NSPMs are expected to be on-campus over Labor Day weekend 2024
- NSPM fall semester meetings
  - Tuesday, September 10, 2024 from 4-5:30pm
  - Tuesday, October 8, 2024 from 4-5pm
  - Tuesday, October 29, 2024 from 4-5pm
  - Tuesday, November 19, 2024 from 4-5pm
  - Tuesday, December 3rd, 2024. 5pm - 7pm for our thank you dinner!

#### *Leadership Award*

- A financial leadership award of \$1,180 will be paid in increments for NSO and the fall 2024 semester
- Meals during August training and New Student Orientation (until fall semester meal plans begin)

#### *Application Steps & Timeline*

1. Fill out the Common Leadership Position Application. The application deadline for Returning NSPMs is January 21st, 2024. The application deadline for New NSPM position is February 11, 2024.
2. Returning NSPM 'Request to Return Presentations' will take place from January 16th through February 2nd.
3. New NSPM In-person interviews will take place between February 19th- 29th.

Final position decisions will be made the first week of March. Questions? E-mail [nso@lclark.edu](mailto:nso@lclark.edu)