



## **LAS Peer Mentor Job Description**

### **Essential Functions:**

- Manage a caseload of 5 to 15 mentees.
- Meet with your LAS student mentees as frequently as set by the learning community (LC) coordinator or LAS administrators.
- Communicate student progress with LC coordinators and LAS administrators.
- Attend regular meetings with your LC coordinator.
- Attend biweekly departmental peer mentor meetings (every other Friday from 10 to 11 a.m.).
- Hold weekly office hours at the LAS department.
- Maintain and submit bi-weekly reports and time sheets by due date (as set by LAS administrators).
- Plan and facilitate weekly study sessions and a semester finals study day each semester.
- Attend monthly learning community (LC) trainings.
- Respect each student's individuality and support their growth.

### **Other Responsibilities**

- Assist with course registration, FAFSA workshops, SAP advising, and the tracking of assessments.
- Participate in at least one LAS event planning committee (i.e. Academia del Pueblo, Nuevo Comienzo).
- Serve as social and academic role models to all current and prospective LAS students by maintaining professionalism within social, academic and community settings at all times.
- Assist in the planning, organizing, and facilitating of social activities, team-building activities, field trips, and service learning projects.
- Attend a minimum of one professional development activity. (i.e. conferences, trainings hosted by the UAC, etc.) per year.
- Other duties as assigned, including but not limited to: assisting with office duties, recruiting, evaluation, event planning, fundraising, and community outreach.

### **Qualifications:**

- Intimate knowledge of the CBS Scholars and/or College to Career learning communities.
- Grade point average greater than 3.0 preferred.
- Upper-division class standing preferred.
- Responsible, able to work independently, and proactive.
- Strong interpersonal skills.
- Knowledge and completion of the course(s) with which they will be assisting.

- Must be able to attend all peer mentor trainings in late August. Dates TBD

**Compensation:**

Peer mentors will be compensated for their work at a rate of \$10.00 per hour.

**Application materials:**

To be considered for a position as a peer mentor with LAS please submit the following to [mmorse@wayne.edu](mailto:mmorse@wayne.edu) or to Melissa Miranda Morse's mailbox at the center, 3326 FAB:

- a formal **letter of application (cover letter)**
- a completed **application form**
- a copy of a **current resume or CV**
- a copy of your **fall class schedule**



WAYNE STATE  
UNIVERSITY

Center for Latino/a and  
Latin American Studies

### LAS Peer Mentor Application Form

Deadline: April 27<sup>th</sup>

Full Name:

WSU Access ID:

Cell Phone Number:

Desired Role (check all that apply):

CBS Scholars Peer Mentor

C2C Peer Mentor

Maximum hours per week you can work (no more than 20 during the school year):

How many credit hours will you be taking during the fall semester?

Declared or intended major/minor:

Do you have another job on or off campus? (If so, how many and where?)

Most recent cumulative GPA:

Name and contact information for one to two academic or professional references:

Spanish Language Skills:

	Excellent		Fair		Not at all	
Reading	5	4	3	2	1	0
Writing	5	4	3	2	1	0
Speaking	5	4	3	2	1	0