

## Peer Jacks Mentoring

### **Student Affairs Mentoring Peer Jacks Graduate Assistant - Job Description 2021-2022**

Northern Arizona University's Student Affairs Mentoring Programs are committed to student success and provide a welcoming campus community for all students. Program staff offer support for students during a time of personal growth and transition. Topics can focus on classroom engagement, campus resources, or community involvement. Mentoring also encourages behaviors that support academic success, self-discovery and personal development. These programs help students gain skills that provide a foundation for success while building supportive relationships with peers and staff.

The Peer Jacks Mentoring program offers 1-on-1 peer mentoring to first-year students and exposure to NAU resources. The program provides a peer network to assist in the transition to college. Peer Jacks also hosts educational and social opportunities that support a path to academic success. Through developing self-direction and promoting learning beyond the classroom, we empower students to achieve autonomy while completing their degree.

#### **Program Goals**

Peer Jacks students will make connections, build community, and smoothly transition to the university through mentoring, participating in social activities, and cultivating a sense of home. Students accomplish this through developing:

1. A sense of belonging
2. Knowledge & awareness of campus resources & processes
3. Value/goal identification and alignment
4. Engage in purposeful academic monitoring and educational activities

#### **JOB FUNCTIONS AND STANDARDS**

- Supervise, observe and evaluate 17 to 20 peer mentors
- Facilitate one-on-one and group staff meetings with assigned peer mentor
- Participate in weekly staff meetings
- Coordinate and attend peer mentor planned events
- Responsible for co-curricular committee work
- Maintain accurate peer mentor files
- Serve as a knowledgeable role model on campus and willingness to seek out new resources
- Assist peer mentors with strategies to develop and maintain relationships with their students
- Assist peer mentors with accurate record keeping and to generate reports
- Facilitate peer mentor training throughout the academic year
- Monitor and verify peer mentor hours, mentor notes and student meetings
- Demonstrate openness to feedback from students and supervisors and willingness to grow
- Develop professional relationships with faculty/staff on campus to better support student
- Other duties as assigned

## MINIMUM QUALIFICATIONS

- Bachelor's degree
- Accepted in a graduate program at Northern Arizona University
- Must be able to work 20 hours per week during the academic year

## PREFERRED QUALIFICATIONS

- One year experience working with students in a Higher Ed environment
- Familiarity with university online systems (i.e. LOUIE, BB Learn, etc.)
- Effective oral and written communication skills
- Detail oriented
- Computer competency including Microsoft Office Suite and general database experience

## KNOWLEDGE SKILLS AND ABILITIES

- Ability to problem solve and make decisions with limited guidance
- Ability to develop and maintain effective working relationships
- Ability to work effectively with people from a variety of culturally diverse backgrounds
- Ability to work individually and as a contributing member of a team
- Ability to assist in the creation/marketing/facilitation of program events
- Ability to cultivate positive relationships with assigned mentees
- Ability to manage time effectively, prioritize and meet deadlines
- Ability to demonstrate knowledge of NAU support services/programs/processes/systems/policies

## DISCLAIMERS

- Must complete required training program(s)
- Must NOT work more than 15 hours per week in another on campus job
- **Must attend weekly staff meeting on Thursday nights at 8:15 pm**
- Must commit to a full academic year (Fall 2021-Spring 2022)

## REQUIRED TRAINING

- Safe Zone training is to be completed by the end of Fall 2021.
- Three day Fall Training (**All Day - August 20, 21, and 22, 2021**)
- Additional **REQUIRED** trainings may be held during the semester.

**TERMS OF EMPLOYMENT:**

**Enrollment:** Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU, preferably the M.Ed. Counseling- Student Affairs program. According to the Graduate College “To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship.” (<https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>)

As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply towards graduation.

**Period of employment:** Employment begins approximately two weeks prior to the start of the Fall semester and runs through the end of the Spring Semester of the same academic year. Graduate Assistants for Peer Jacks Mentoring are released for the semester at 5pm the Friday of Finals Week in December and at 5pm the Friday of Finals Week in May. Graduate Assistants are expected to return to work in January by the Monday before the start of classes. Graduate Assistants are off contract during specific dates of the Thanksgiving holiday, Winter Break, and Spring Break.

All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that Graduate Assistant candidates view the assistantship as a two year commitment.

**Work Hours:** This position is part-time, approximately 20-hours per week with some weekend and evening commitments. Please note that there are some peak times where work hours may exceed 20-hours per week. Graduate Assistants may not accept other employment during the contracted period.

**Remuneration:** A stipend of at least \$12,000 for a 9 ½ month contract based on start date (which August training periods), student health care plan, meal plan, and 100% tuition remission. Please note that student fees and parking permits are not included. Graduate College Information regarding tuition waivers and assistantships can be found at: <https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>

**Background Checks:** All employment offers are contingent upon a criminal background investigation, employment history investigation, and a fingerprint check

**HOW TO APPLY:**

Applications may be emailed to: [PeerJacks@nau.edu](mailto:PeerJacks@nau.edu)

Subject: Peer Jacks GA Application 2021-2022

For further information, please contact Joseph Ruiz at [Joey.Ruiz@nau.edu](mailto:Joey.Ruiz@nau.edu) / 928.523.2033, or Priscilla Palavicini at [Priscilla.Palavicini@nau.edu](mailto:Priscilla.Palavicini@nau.edu) / 928-523-5133.

**Complete APPLICATION includes:****Cover Letter** (should include)

Introduction

*Answer the following questions:*

- What qualities and/or traits will you bring to this position?
- What role does mentoring play in the success of first-year students?
- How would this assistantship benefit your graduate experience?

**Resume****Recommendation Google form** (Two)

Send this link to your references:

<https://goo.gl/forms/7yHedeiffZNy3shC2>

**APPLICATION DEADLINE: February 12, 2021 @ 5:00pm****Equal Employment Opportunity**

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. [EEO Law Poster](#) NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.