

**Student Affairs Mentoring**  
**Peer Jacks Graduate Assistant - Job Description 2025-26**

Northern Arizona University's Student Affairs Mentoring Programs are committed to student success and provide a welcoming campus community for all students. Program staff offers 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 at Northern Arizona University
2. Knowledge & awareness of campus resources & processes
3. Value/goal identification and alignment
4. Engagement in purposeful academic monitoring and educational activities

**JOB FUNCTIONS AND STANDARDS**

- Supervise, observe, and evaluate roughly 15-25 peer mentors
- Facilitate one-on-one meetings with assigned peer mentors that are data-informed and personally driven towards individual goal setting and their success as well as that of the Peer Jacks program
- Maintain accurate notes of support, 1-1 meetings, and engagement of assigned peer mentors in the program, monitoring their success in meeting with and effectively guiding first-year students
- Design and facilitate group meetings with assigned peer mentors and use a reflective practice that enhances the professional development and skills of your assignment peer mentors
- Participate in bi-weekly staff meetings (manage technology, facilitate small or large group discussions, design or facilitate activities, etc.)
- Support and attend Peer Jacks Program planned events and off-campus trips
- Responsible for co-curricular committee work (social media, curriculum, events, etc.)
- Serve as a knowledgeable role model on campus and show a willingness to seek out new resources in support of our mission

## Peer Jacks Mentoring

- Assist peer mentors with strategies to develop and maintain relationships with their mentees, acting as a key resource in driving student engagement in the program
- Assist peer mentors and professional staff with accurate record-keeping of mentor hours and meetings with students
  - Generate weekly reports to track high and low mentor hours and mentee meetings scheduled
  - Monitor and verify peer mentor hours, mentor notes, and student meetings weekly within the GA HUB in a timely manner
- Facilitate peer mentor training throughout the academic year
- Hold inspiring, compassionate, accountable and data-informed conversations with assigned peer mentors
- Demonstrate a willingness to grow and openness to feedback from students and supervisors
- Develop professional relationships with faculty/staff on campus to better support students
- Collaborate with professional staff and other graduate assistants to foster a positive work environment, curriculum for GA Team meetings, and peer mentor support
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

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

### **PREFERRED QUALIFICATIONS**

- One year of experience working with students in a Higher Ed environment
- Familiarity with university online systems (e.g., LOUIE, Canvas, 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 ask questions, collaborate with other Graduate Assistant peers, and strive for a profound impact in our mentee populations
- Ability to assist in the creation/marketing/facilitation of program events
- Ability to design meeting agendas that will enhance mentor professional development and use a reflective approach that directly serves the mentor population that you serve
- Ability to cultivate positive relationships with mentors and assigned mentees

## Peer Jacks Mentoring

- Ability to practice and model skills of meaningful and intentional mentor guidance in 1-1 meetings with mentors
- Ability to manage time effectively, prioritize and meet deadlines
- Ability to monitor mentor engagement and address concerns, celebrate wins, and communicate data/impacts with supervisors
- Ability to demonstrate knowledge of NAU support services/programs/processes/systems/policies

### DISCLAIMERS

- Must complete all required training program(s)
- Must attend bi-weekly staff meetings on Friday afternoons (4-5pm)
- Must commit to a full academic year (Fall 2025-Spring 2026)

### REQUIRED TRAINING

- Inclusive Excellence training is to be completed by the end of Fall 2025
- Fall Training starting **two weeks** before the beginning of the school year 2025-2026
- All NAU HR-required training
- Title IX and Office of Sexual Misconduct and Equity and Access Office trainings
- 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. 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) completing of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply towards graduation.

**Period of employment:** Employment begins approximately three 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 when 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 \$16,000 for a 9 ½ month contract based on the start date, student health care 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 2025-2026

For further information, please feel free to contact:

- Sarah Skillen, Director, at [Sarah.Skillen@nau.edu](mailto:Sarah.Skillen@nau.edu) / 928.523.7290
- Sun Ohumukini, Student Development Coordinator, at [Sun.Ohumukini@nau.edu](mailto:Sun.Ohumukini@nau.edu) / 928-523-4572
- Dana Plasting, Student Development Coordinator, at [Dana.Plasting@nau.edu](mailto:Dana.Plasting@nau.edu) / 928-523-1632

**Complete Application includes:**

- **Cover Letter**
  - 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?
    - If you were previously a mentor for Peer Jacks Mentoring, how do you plan to navigate your change in role when managing and supporting peer mentors?
- **Resume**
- **Recommendation MS form** (Two References)  
Send this link to your references: [Peer Jacks – Graduate Assistant Reference Form](#)

**APPLICATION OPENS: January 10, 2025 @ 8:00 am**

**APPLICATION DEADLINE: March 14, 2025 @ 5:00pm (All application materials)**

**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.