

<b>Job Title</b>	Peer Mentor
<b>PVN ID</b>	HO-2507-006930
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	SDEM OVP
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$20.00-\$20.00
<b>Hour(s) a Week</b>	10.00-18.00
<b>Closing Date</b>	Sep 21, 2025 (Or Until Filled)

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## General Description

Student Development and Enrollment Management seeks to support the academic success of all students. Through the Academic Completion Initiative SDEM is looking to hire Peer Mentors to provide coordinated outreach and peer academic support to students on academic probation. The Peer Mentor role is developed to be an important resource to assist students on academic probation in navigating academic challenges relating to time management, study habits, and college life balance.

Under supervision, Peer Mentors will: perform miscellaneous clerical and administrative work relating to the Academic Completion Initiative.

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## Other Duties

Under supervision, Peer Mentors will: perform miscellaneous clerical and administrative work relating to the Academic Completion Initiative.

- Connect with students on academic probation to provide program information
- Conduct email and phone outreach to students regarding program activities
- Assist students to complete and submit Initial Self-Assessment for Academic Recovery
- Respond to students' inquiries promptly and communicate with supervisor and SAP support staff to expedite the processing of student cases
- Meet with students, answer any questions, and provide guidance regarding academic challenges
- Serve as a mentor and help students adjust and become academically successful
- Assist in facilitating workshop discussions
- Maintain the confidentiality of students
- Attend and participate in trainings and meetings with ACI program coordinators and other Peer Mentors
- Other duties as assigned

## Qualifications

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- Knowledge of college resources to support students' ability to model appropriate behavior; good communication skills; and the willingness to learn
- Sensitivity to and interest in working with students with academic challenges
- Have experience in using Microsoft Office Excel and Outlook
- Minimum GPA of 3.0 if currently enrolled at Hostos Community College