

The submission of this form will be for the academic year.

Position/Title:

Department/Division: * Location: * (Select all the locations below that apply)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Holbrook - Painted Desert Campus | <input checked="" type="checkbox"/> Hopi Center | <input checked="" type="checkbox"/> Kayenta Center |
| <input checked="" type="checkbox"/> Saint Johns Campus | <input checked="" type="checkbox"/> Show Low - White Mountain Campus | <input checked="" type="checkbox"/> Snowflake/Taylor - Silver Creek Campus |
| <input checked="" type="checkbox"/> Springerville/Eager Center | <input checked="" type="checkbox"/> Whiteriver Center | <input checked="" type="checkbox"/> Winslow - Little Colorado Campus |
| <input type="checkbox"/> Other | | |

Supervisor's Full Name: *

Based on your NPC department needs, enter the number of FWS employees: *

Job Description (Identify the duties and responsibilities):

* A Peer Mentor is a trained paraprofessional (peer leader) who provides guidance, support, and role modeling to college students in a structured setting. Peer Mentors work with students within the classroom of an assigned learning community. Peer Mentors also provide out-of-class peer guidance and referral to appropriate campus resources. In addition, they facilitate student engagement in classroom activities under the guidance of the instructor.

The role and responsibilities of the Peer Mentor will include the following:

- To assist students in creating positive relationships within the class, including with the Peer Mentor and with the class instructor
- To encourage and facilitate student engagement in class activities, including small-group discussions, group projects, learning games, reflective journal writing, and other tasks
- To connect with each student in the class to explore their interests, goals, study habits, and college-adjustment needs
- To provide appropriate referral to campus resources, activities, student organizations, and programs
- To contribute actively to classroom learning by sharing appropriate personal experiences and discoveries about how to be successful in college, including demonstration of the use of self-management tools and study strategies
- To facilitate students' understanding of course concepts and their completion of class activities and assignments, as appropriate
- To communicate once a week with the instructor to discuss the lesson plan for the next class meeting as well as any general or individual student issues that may need attention
- To consult confidentially with the classroom instructor and/or the trainer if a student situation arises that is outside the scope of a paraprofessional

List Special Skills:

- completion of 24 credit hours with a minimum 2.5 GPA
- Must qualify for Federal Work Study Program for at least six hours per week
- Resume and transcripts provided
- completion of an interview and approval by the instructor
- Attend all learning community class meetings
- Meet with instructors once a week
- Complete session communication tool after meeting with students
- Complete reflections and surveys
- have demonstrated success in college and wish to serve as a role model for new students.
- may be interested in a career in human services (e.g., education, counseling, social work, health/medical services, management, training and development, etc.).
- enjoy using their skills in communication and teamwork
- seek to further develop their leadership potential

NOTE: A FWS Job Description should reflect a potential FWS employee's educational or vocational goals that provide preparation to enter the workforce.

Will the FWS employee need access to a computer? Yes * No *

Describe what access to a computer or other equipment the FWS employee will need

*FWS employee in the role as a Learning Community Peer Mentor will need access to Google and Google docs and calendar,

NOTE: This information will be sent to TAS so they can prepare necessary equipment for the employee. This DOES NOT replace the need for the supervisor to submit an iSupport request just as requests for other employee equipment is submitted.

Will the FWS employee need access to applications or software? Yes* No*

Supervisor Signature: Rickey Jackson ...3632373234 Date: 07/15/2024

TAS Acknowledgement: Michael Jacob ...3934343535 Date: 07/22/2024

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (928) 524-7471. The Section 504 Compliance Officer is the Coordinator of the Office of Accessibility and Inclusion, 1611 S. Main, Snowflake, Arizona 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 01/21