

Sargent College Peer Mentor Job Description

The online application can be accessed at

<https://forms.office.com/r/r4r3buMkfy>.

Please submit the completed application by Wednesday, March 29th at 5 p.m.

Questions? Please email Roz Abukasis (rozabu@bu.edu) (First-Year and CGS/SAR Peer Mentor Advisor) Academic Counselor or

Erin Phair (ekp@bu.edu) (Transfer Peer-Mentor Advisor) Academic Counselor

Sargent College peer mentors are upper class students who work closely with Academic Counselors to create a welcoming, supportive and informative environment for new Sargent College students. Selected through a rigorous application and interview process, these student leaders support fellow undergraduate Sargent students during their first year in Sargent College. They provide peer mentorship to incoming freshmen, continuing CGS or transfer students (both intra-university and external transfers) before they arrive on campus and offer a number of events during the academic year that highlight academic tips, opportunities and resources that help students feel connected to the Sargent and BU community. They support the following areas through workshops and events:

- **Academic:** How to best work with all advisors, introduce students to the Sargent Advising Portal for Students, highlight important resources available and guidelines about course preparation
- **Professional Opportunities:** Offer recommendations about securing volunteer, research and local internship opportunities based on first-hand experience, provide check list of preparation tips which include writing resume and highlighting resources that support this search
- **Student Life:** Connection to relevant Sargent-affiliated clubs and organizations; where to go for mental health support; referral source for broad BU-wide resources such as the Howard Thurman Center, CCD, Pre-Professional Advising, chapel, ERC, Student Activities, ISSO, Student Employment office, Residence Life, etc.

Peer mentors are assigned a cohort of students that will align with students' majors and interests (when possible).

Minimum Requirements and Qualifications of Peer Mentors:

- Minimum GPA of 2.7 and in “Good Standing” at Boston University.
- If applying to be a transfer peer mentor, you must be either an intra-university transfer or external transfer into Sargent.
- If applying to be a CGS/SAR peer mentor, you must have continued into Sargent as a junior.
- Students must give a one-year commitment to this position (fall and spring semesters).
 - *Students going abroad in the fall of 2023 are not eligible to apply.*
- Able to commit to approximately 2 hours per week each semester, including on-going communication with mentees.
- Must have strong time-management, communication (written and verbal), and interpersonal skills; a positive attitude is also a must!

Job Responsibilities:

- Mentor and advise a cohort of incoming Sargent students new to the College.
- Develop a positive relationship with mentees; communicate and meet with mentees on a regular basis to support their transition into Sargent and college life and provide insight into academic and professional opportunities, and extracurricular advice.
 - **CGS/SAR peer mentors:** This communication begins during this current spring semester as we will have the list of continuing students prior to the end of the semester and will continue throughout the summer prior to the beginning of the academic year.
 - **First Year and Transfer peer mentors:** This communication includes the summer prior to the beginning of the academic year.
- Participation in mandatory training workshops and welcome events
- Required to participate in scheduled meetings throughout the year
- Responsible for continuous check-ins and communication with student mentees.
- Facilitate advising workshops to share important professional development information, registration tips, study abroad, and involvement on campus available to all Sargent undergraduate students.
- Refer mentees to resources as appropriate; notify a Sargent Academic Counselor of student concerns and/or at-risk students.

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