

ASIAN PACIFIC AMERICAN STUDENT SERVICES (A/PASS)

POSITION DESCRIPTION

PEER MENTOR

Area Description

The Asian/Pacific American Student Services (A/PASS) is an advocacy group that exists to support the matriculation, retention, and graduation of Asian/Pacific American Students at Colorado State University. A/PASS offers students educational and cultural campus-wide programs as well as establishing and supporting interactions between the university and community in order to enhance a campus environment that welcomes all students.

The primary responsibility of a Peer Mentor is to create connections with first year and transfer students to serve as a resource, guide and friend to them. As a Peer Mentor, you will serve to contact new Asian/Pacific American students at Colorado State University. A Peer Mentor will be expected to positively represent A/PASS and sharing all of its resources with the community. This position represents the A/PASS office on campus and in the city of Fort Collins.

Responsibilities

- 1) Primary Developments:
 - a) Meeting all new students at the beginning of the semester
 - b) Ensuring that all new transfer students are also contacted throughout the year (including off campus students).
 - c) Coordinating a variety of programs geared towards supporting new students and transfer students through the first year transition.
 - d) Act as a liaison to another advocacy office in CSU.
 - e) Assisting in the academic achievement program for new students and helping them find the resources they need to successfully navigate the CSU environment.
 - f) Providing students with current information regarding university policies/procedures.
 - g) Accompany assigned students to any multicultural programs sponsored by other advocacy offices, student organizations, and other campus departments.
 - h) Serving as a positive role model to students.
 - i) Participate in Asian Fest at the direction of the Director or Assistant Director.
 - j) Preparing a final report at the end of the academic year that includes an assessment of the past year's activities and suggestions for changes that might be made.
 - k) Develop, coordinate and manage assigned projects, duties and events as needed
- 2) Participation and involvement
 - a) Participating in staff meetings, training sessions and workshops to further staff communication.

- b) Presenting at staff meetings on topics about diversity as well as updating staff members about the progress and development of your projects.
 - c) Attending staff training, regularly scheduled all staff meetings, peer contact meetings and supervisory meetings with the Assistant Director.
 - d) Attend the monthly scheduled one-on-one meeting with the Assistant Director.
 - e) Attending peer mentoring workshops offered by Advocacy and/or the University Counseling Center.
 - f) Developing and maintaining a positive and supportive working relationship with the A/PASS staff members.
 - g) Attending a panel presentation/discussion once a semester.
 - h) Presenting on a topic once a year in a staff meeting.
 - i) Mandatory attendance of certain Ram Welcome events, fall-staff training and spring-staff training.
- 3) Maintaining contact information:
- a) Maintaining accurate and on-going records of student contacts throughout the year
 - b) Establishing an open and on-going communication with students and the Fort Collins Community as well as providing them with current information on diversity issues pertaining to the Asian/Pacific Islander Americans.
 - c) Utilizing the internet connection available in the community to enhance the student/community interaction by generating an electronic mailing list and also maintaining this connection by checking mailboxes, voice mail, and e-mail on a daily basis.
 - d) Developing a program calendar of events for each semester and distributing notices of events in a timely manner.
- 4) Miscellaneous duties:
- a) Be knowledgeable of and supportive of University policies and to any policy violation with programs.

Terms of Employment

1. All student employees will need to apply for and acquire a work-study award.
2. Student employees will also need to provide documents needed for employment verification.
3. Students will be required to maintain a cumulative GPA of 2.5 to remain eligible for employment at A/PASS.
4. Employees are required to attend the fall staff training.
5. Employees will need to attend the Spring Staff Retreat which is required for training purposes. Usually, a weekend will be spent away from campus to continue training and team building.

6. Student employees will need to sign up for Academic Achievement. This program gives the Director permission to contact your professors for mid-term progress reports. The information obtained will remain confidential and will only be shared with you, the Director, Assistant Director, and Administrative Assistant.

7. A Peer Mentor is a University employee and must conduct themselves in an appropriate and acceptable manner at all times, in line with University policies.

Contract Periods and Renewal

1. Start August 15th –End May 15th
2. Terms of renewal:
 - a. Acceptable performance
 - b. Permission from Director, Assistant Director, and Administration Assistant
4. Vacation times: there is no requirement to work during spring break or fall break

Remuneration

1. Compensation consists of an hourly pay of \$8.00-\$9.00