



## JOB DESCRIPTION

### Campus Employment/Federal Work Study Job Description

**Position:** FYE Transfer Peer Mentor

**Revision Dates:** 10/2024

**Reports to:** Associate Director of the First-Year Experience and Transition Programs

**Department:** Academic Life

**Salary Grade:** Tier (Maryland Minimum Wage)

**FSLA Status:** Non-exempt

Note: Peer mentors are paid minimum wage for outside of classroom responsibilities, including part of training.

Peer mentors earn 4 credit hours for FYS class time.

**Duration of Appointment:** August 2025- December 2025

This position is open to work study and employment students.

**Scope:** McDaniel's First-Year Student Experience:

Modeling all the positive attributes of a McDaniel student, FYE Transfer Peer Mentors provide academic, personal, and social support for students transitioning to the McDaniel College community. Peer mentors are called to INSPIRE and EXCITE new transfer students.

#### Basic Responsibilities

Transfer Peer Mentors drive the First-Year Experience and Transition Programs for new transfer students by fostering an inclusive environment that helps students develop strong identities as McDaniel community members.

Transfer Peer Mentor responsibilities include, but are not limited to:

- Attending spring semester meet and greet.
- Checking email 1-2 times per week throughout the summer and provide timely responses, if necessary.

- Connecting with incoming transfer students via email prior to orientation.
- Attending August training. (Move-in is the week of August 18th)
- Participating in transfer-specific NSO.
- Planning, marketing, and participating in FYE Transfer events (Target goal: 1-2 events per month)
- Meeting with FYE Coordinators and the Associate Director of the First-Year Experience and Transition Programs throughout the fall, as requested.
- Assisting the FYE team with the evaluation efforts of the FYE.
- Other duties as assigned by the Associate Director of the First-Year Experience and Transition Programs.

### **Requirements:**

- Transfer student to McDaniel
- Successful completion of at least 1 semester at McDaniel by the start of spring training.
- Maintain a minimum cumulative GPA of 2.5
- Clean disciplinary record at McDaniel College (not on disciplinary probation).
- Involved member of the campus community who wants to share their love of McDaniel with others. (Fall athletes can apply!)
- Professional role model during official events AND when “off duty.”
- Reliable, responsible, and relatable team player.