



JOB DESCRIPTION

Campus Employment/Federal Work Study Job Description

Position: FYE 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 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 students.

Basic Responsibilities

Peer mentors drive the First-Year Experience for new students by fostering an inclusive environment that helps new students develop strong identities as McDaniel community members. 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 mentees via email prior to orientation.
- Attending August training. (Move-in is the week of August 18th)

- Participating in all of August NSO.
- Developing a clear plan for in-class and out-of-class mentee-focused expectations with FYS instructor.
- Attending all in-person and/or synchronous FYS class sessions.
- Facilitating meaningful conversations during First Look sessions, if necessary.
- Supporting the FYE during fall semester highlight and signature events.
- 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:

- 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.