



Position Title: Part-Time Peer Mentor – TRIO Services

Job Code: 8300

Grade: C1

Reports To: Director, TRIO Student Support Services Program

FLSA: Non-Exempt

Job Description:

The Part-Time Peer Mentor will provide a broad range of support services to first-generation, low-income, and disabled students. These services are designed to assist students with their transition and assimilation into the college environment. This individual serves as a student leader among TRIO Students.

Duties & Responsibilities:

- Works with TRIO staff to effectively communicate with program participants
- Assists TRIO staff with filing student records
- Assists students with the TRIO application process
- Conducts tours of the North Campus to high school students
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma
- One (1) year of related work experience preferred
- Knowledge of Miami Dade College's students' rights and responsibilities preferred
- Ability to maintain student confidentiality
- Must be able to communicate effectively
- Ability to work on a flexible schedule, including some evenings and weekends

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name