



**Position Title:** Part-Time Peer Mentor – TRIO Services  
**Job Code:** 8300  
**Reports To:** Director, TRIO Student Support Services Program  
**Grade:** C1  
**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