

TRANSFER and VETERAN PEER MENTOR PROGRAM

Mentor Job Description and Eligibility

Northeastern Illinois University's Transfer and Veteran Peer Mentor Program is designed to recruit and retain transfer and veterans students by providing them with a peer mentor to connect to resources within the NEIU community as well as provide support and information.

What is a Peer Mentor?

Transfer and Veteran Peer Mentors assist undergraduate students make a successful transition to NEIU. This includes prospective students, new applicants, admitted, and continuing students. Transfer and Veteran peer mentors serve as leaders and role models, use multiple methods to outreach to transfer students, and participate in regular trainings and updates.

Qualifications

- Transfer status. Veteran Peer Mentors must have transfer and veteran status.
- Demonstrated strong written and oral communication skills; comfortable providing both public speaking and individual mentoring sessions.
- Cumulative GPA of 2.75 or higher.
- Complete at least one semester at NEIU with a 2.75 GPA or higher.
- Complete an application and interview with the Asst. Director for Transfer and Retention and /or the Veterans Admissions Outreach Specialist.
- Commit to the program for the entire academic year
- Ability to commit at least 10 hours per week as a Transfer Peer Mentor.
- Possess a valid Illinois Drivers License and ability to drive.
- Proficient in MS Office Suite as well as internet applications.

Job Description

1. Assist transfer and/or veteran students with their transition to NEIU by being knowledgeable about NEIU academic programs, resources, and engagement opportunities.
2. Be available to assist and mentor prospective, new and current transfer / veteran students with problems and issues. Contact assigned mentees and facilitate a monthly individual meeting with each mentee. Develop programming to build a supportive community of transfer and veterans students.

3. Assist the Call Center and Transfer Center with inquiries from prospective and current transfer and veteran students. Respond to email inquiries, phone calls, and assist with walk-ins through problem-solving and providing appropriate referrals.
4. Create and facilitate short and long term programs and activities for both prospective and admitted transfer and/or veteran students.
5. Provide campus tours to prospective transfer and veteran students and their guests and attend at least three Transfer / Veterans Orientations per academic year.
6. Facilitate questions submitted through the Transfer Peer Mentor student Facebook page. Create a bio to be placed on the Transfer Center and Veterans websites and Facebook pages, as well as contact information
7. Accompany Admissions Counselors and the Veterans Admissions Outreach Specialist to recruitment events: Mentors are expected to attend at least one recruitment event per semester.
8. Assist and serve as a resource at events targeting transfer and/or veteran students, i.e. Transfer Information Sessions, Veteran Information Sessions, Campus Preview Days, Open House, and other events as assigned.
9. Maintain a cumulative GPA of at least a 2.75 and remain in "Good Standing" with NEIU, academically and judicially.
10. Attend mandatory Peer Mentor training and meetings throughout the academic year.

For more information regarding the Peer Mentor position or if interested in applying to be a peer mentor, please contact Karen Davidson at 773-442-4022 or K-Davidson@neiu.edu.