Range H24   **JTC NO. H67**
                                                                                                         FLSA EXEMPT N
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

JOB TITLE: **Peer Mentor**

DATE PREPARED: **Summer 2005; Summer 2012; Spring 2017**

GENERAL SUMMARY:
Responsible for providing support in assisting with student's needs. The support areas may include, but not limited to an introduction to the campus resources, goal setting, and academic planning. Some assignments will be directly in serving a specific student population for a special college program and/or grant funded program, etc.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
- Answers routine questions; process forms according to departmental requirements (i.e. progress reports, timesheets, etc.)

- Provides information and assists students with career planning assessment tools, such as but no limited to, SIGI and DISCOVER.

- Plans and schedules activities for student(s) with direct instructions and assistance of supervisor.

- May utilize the computer to present information to include, but not limited to E-connect, internet searches for college and university information, and financial aid resources.

- May provide guidance and direction to student(s).

- May refer student to supervisor for advanced assistance.

- May assist student(s) to create a customized course selection guide and academic action plan.

- Performs other duties as assigned.

REPORTING RELATIONSHIP:
Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:
Works with light easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:
Graduation from high school or equivalent. Must have attended at least two (2) semesters at a DCCCD College and hold a GPA of 3.0. Possess oral and written communication skills to deal effectively with a wide variety of individuals from diverse socio-economic backgrounds. Transcripts may be required as proof of completion of two semesters and GPA to confirm requirements. *** *Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.* ***