

Multicultural Exchange (BMEC & CREAR Futuros) Peer Mentor

LaGuardia Community College

Job Title Name: BMEC or CREAR Futuros Peer Mentor

Campus: LaGuardia Community College

Reports to: Student Life Manager/Program Assistant

Position Supervised: Student Life Manager/Program Assistant

Pay Rate/Range: BMEC \$15.61/HR; CREAR Futuros \$833/MONTH (Stipend)

Employment Class: Part-Time

Work Days: Monday through Friday

Customary Hours: Mentors adjust their working hours based on their school schedule

Position Summary (see program description below)

OVERVIEW

The **Multicultural Exchange (ME)** is within the Office of Campus Life at LaGuardia. It consists of two peer-mentoring programs: <https://www.laguardia.edu/student-services/multicultural-exchange/>

Black Male Empowerment Cooperative (BMEC) is a project of the [CUNY Black Male Initiative \(BMI\)](#), whose mission is to increase, encourage and support the inclusion and educational success of students from groups that are severely underrepresented in higher education, in particular African, African-American/Black, Caribbean and Latino/Hispanic males. But we're open to all students.

CREAR Futuros ([College Readiness, Achievement and Retention](#)) is an initiative of [Hispanic Federation](#) (HF) and CUNY that is specifically focused on actions that support college access, retention and graduation rates for Latino students in New York.

Duties & Responsibilities

Peer Mentors serve to support and encourage new first year students in their adjustment to LaGuardia Community College and the expectations of college in general. Through one-on-one interactions, workshops and group meetings, Peer Mentors are knowledgeable guides for new students, a thoughtful facilitator who provides access to people and resources and ultimately a role model and success advocate.

- Serve as a sincere and positive source of support to help first-year students adjust to campus
- Develop and maintain a peer relationship focused on helping new students make a smooth transition, acclimate to campus, and establish a sense of belonging.
- Serve as a resource for students helping them identify and use appropriate campus services
- Help facilitate and encourage mentee attendance at campus programs and events
- Participate in training, programs and activities
- Attend group meetings
- Serve as a positive role model, both in the classroom and within the community at large

Core Qualifications

- Be a sophomore, junior or senior
- Be in good academic and student conduct standing

- Have a positive attitude about LaGuardia Community College
- Be willing to learn and share information about the LaGuardia community, student life, and campus resources
- Demonstrate good interpersonal and communication skills
- Have a genuine desire to help new students succeed
- Demonstrate leadership potential
- Be self-motivated with a positive attitude
- Display a willingness to challenge and support new students

SPECIFIC RESPONSIBILITIES OF A PEER MENTOR

Training

Participation in training sessions and week-long training (August) prior to the start of the fall semester is mandatory.

ALL TRAINING DAYS ARE MANDATORY!

Applicants must be available to attend: On-Site Training: 1 full day at the beginning of September, in addition to:

BMEC Mentors (Virtual Training TBD)

Three-day training (Date TBD): In Mid-August

Week: Wednesday, Thursday and Friday

CREAR Mentors (In Person Training by Hispanic Federation)

Three-Day National Training in Mid-August:

Wednesday, August 10, 2022

Thursday, August 11, 2022

Friday, August 12, 2022

Job Requirements

- Have and maintain a GPA of at least 3.0
- Have completed at least 21 credits
- Be a LaGuardia student for FALL 2022 and SPRING 2023
- Available to attend Mandatory Training on August

Benefits

Peer mentors have the opportunity to:

- Build healthy mentoring relationships with new students
- Develop leadership and professional skills
- Satisfaction of guiding new students through their first-year
- Free BMEC or CREAR Futuros t-shirt
- Membership to prestigious national program
- Access to network of professionals
- Free social support services
- Exclusive outings
- Internships & Scholarships

Language Skills

- Ability to read and speak English proficiently.
- For CREAR Futuros bilingual preferred but not required.

Application Timeline

Deadline to apply: **Monday, June 20, 2022**

All application materials must be submitted electronically by the deadline.

Interviews will be scheduled during the week of: **Monday, June 27, 2022**

Invited applicants are required to participate in an individual interview. Interviews are scheduled to last between 20 and 30 minutes. You will receive further details via email in your individual interview invitation.

Peer mentors will be hired by: **Mid July**

Decision letters will be emailed to your LaGuardia Live email account. You will receive a letter whether or not you are offered a position.

How to Apply

If you're interested in the position to help navigate first-year students through college this Fall 2021 and Spring 2022 semester, please fill out our:

Application form: <https://forms.office.com/r/ibsM6bgzP9>

Our Program Assistant - John Correa (JCorrea@lagcc.cuny.edu) will be in touch with you within 48 hours to schedule an interview.

Please submit your Resume and unofficial transcript at BMEC@lagcc.cuny.edu or CREARFuturos@lagcc.cuny.edu with the subject "Peer Mentor Application"

Equal Employment Opportunity

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

IF SELECTED, ARE YOU WILLING TO?

IF YOU ANSWERED YES TO ALL OR MOST OF THE BELOW, APPLY TODAY!

1. Participate in social media interactions (Instagram or Facebook) with new students.
2. Maintain regular contact with new students besides the required.
3. Work both independently and as part of a team with fellow Peer Mentors.
4. Attend and participate in all training sessions and group meetings.
5. Understand and abide by all LaGuardia Community College policies.

6. Serve as a positive social and academic role-model.
7. Educate new students about various resources and student services available at LaGuardia Community College.
8. Maintain confidentiality with any shared information.
9. Coordinate and facilitate social and educational programs as desired or needed.
10. Participate in formal evaluations and assessments of the program.
11. Meet individually with the supervisors to discuss new student concerns, trends, and updates as needed.
12. Participate in and complete all other tasks deemed necessary by the supervisors.

Have questions?

Email BMEC@lagcc.cuny.edu or CREARFuturos@lagcc.cuny.edu