Kalamazoo Promise Peer Mentor

Expected Hire August 21, 2017
Pay rate: $9.90/hr
Approximately 5 - 10 Hours per Week

General Summary
This position supports the Kalamazoo Promise Scholars program and its students by meeting one-on-one with other Kalamazoo Promise recipients to provide guidance for transition to college life, enhancing/developing of life skills, and promoting academic success. This position also serves to represent the Kalamazoo Promise Scholars program on campus and in the community.

Major Duties:
Provide peer mentorship, academic review, tutoring, and referral services to mentees in a group or individual setting.
Meet with assigned mentees on a regular (usually weekly) basis and maintain student activity logs.
Assist mentees in building their schedules, developing individualized success plans, and facilitate the development of study skills and time management techniques in mentees.
Attend all scheduled activities, events, and meetings related to the mentor program.
Work as a team to plan and host events for Kalamazoo Promise students.
Facilitate growth within the Kalamazoo Promise Scholars Community.
Represent the Kalamazoo Promise Scholars program at WMU, KPS or related events.
Commit to serving as a peer mentor for at least one academic year.

Minimum Qualifications:
Be available for full day trainings on August 28 and 29, 2017.
Recipient of Kalamazoo Promise scholarship.
Enrolled as a sophomore, junior, senior, or graduate student in a degree-granting program at WMU.
Have a cumulative WMU grade point average of 3.0 or better OR cumulative GPA of 2.5 or better with demonstrated academic improvement over the past two semesters.
Be able to commit to 1-2 hour weekly training each semester.
Ability to provide supportive tutoring or study assistance for fellow WMU students
Be able to plan and work effectively as a team member
Possess excellent communication, leadership, organizational and multitasking skills.
Knowledge of navigating the WMU environment and resources.

Document Submission:
Complete applications will include a cover letter, resume and an essay. Essay Topic: Describe your transition from high school to college. Be sure to also highlight skills, people, resources or more that may have helped you and also some of the barriers you’ve had to overcome to be successful.

Please submit all materials via email to lauren.carney@wmich.edu, via fax (269) 387-6331, in-person or via mail to:

Western Michigan University
Attention: Lauren Carney, Program Manager for the Kalamazoo Promise Scholars Program
Office of Diversity and Inclusion, 1320 Adrian Trimpe Building
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5372