

eMentor Position 2021



Overview

Peer Mentors are undergraduate students who will serve as role models and mentor students through virtual mentoring, eMentoring. Mentors will coach their mentees and support their adjustment to university life, both in and out of the classroom. eMentors will participate in ongoing professional development and mentors will develop valuable transferable and leadership skills to prepare them for future employment opportunities. eMentors must be available to attend training prior to the start of the academic year.

The Office of Student Transitions (OST) emphasizes career readiness competencies set forth by the National Association of Colleges and Employers. Competencies necessary for this position and skills that peer leaders can expect to gain/improve throughout their positions in OST are: critical thinking/problem solving, oral/written communications, teamwork/collaboration, digital technology, leadership, professionalism/work ethic, career management and global/intercultural fluency.

Major Duties

- Support up to 250 students through virtual mentoring. Mentors will provide e-mentoring throughout the academic year.
- Serve as the assigned eMentor for mentees. This involves communicating with mentees regularly via e-mail and text and responding to their inquiries in a timely manner.
- Adhere to WMU and OST social media policies while going live and doing takeovers on official University OST social media platforms
- Promote campus engagement and the utilization of academic support services.
- Participate in one of the following committees: Newsletter, Social Media, Video Promotions, and Professional Development. See below for more information.
- Attend regularly scheduled professional development, staff meetings, and trainings.
- Complete program assessment activities as assigned by the Program Manager

Minimum Qualifications

- Genuine desire to help their peers succeed
- Self-motivated with a positive attitude
- Excellent communication and listening skills
- Strong computer skills and experience utilizing google apps, Microsoft word, video conferencing software, etc.
- Demonstrate cross-cultural humility
- Good time management skills

- Able to work both fall and spring semesters (academic year position)
- 2.5 or higher cumulative GPA
- Be in good academic standing at WMU
- Attended WMU at least two semesters prior to becoming a peer mentor
- Will have earned 16 credits at WMU prior to beginning the eMentor position

Compensation

- \$9.65 per hour
- Approximately 8 to 10 hours per week

Committee Requirements

Newsletter Committee:

Individuals serving on this committee will be responsible for the creation of the eMentor Newsletter content, distributed bi-weekly to mentees. Creativity, knowledge of campus, services and resources are valuable skills.

Social Media Committee:

Individuals serving on this committee are responsible for helping to create a social media plan, tracking social media use across a variety of social media platforms. Knowledge of social media is strongly encouraged for individuals working on this committee.

Video Production:

Students serving on this committee will be responsible for the creation of various videos ranging from instructional, informative to fun and engaging. Creative energy and knowledge of editing and filming videos are useful skills. Good oral and written communication is also important.

Professional Development:

Anyone serving on this committee will be responsible for creating staff meeting content, arranging for guest speakers, recognition awards and honors and more

