

# AEES Mentor Job Description 2024-2025

Title: AEES Peer Mentor

Reports to: Assistant Head of the Tutoring Center

Salary: Starts at \$16.28 per hour; this pay rate is within the Classification 1 wage range as established by the Student Employment center. Work Study and Non-Work Study positions available.

## Qualifications

- At least one academic year remaining at WWU
- Available to work at least 6 hours per week during the academic year
- Experience using strategies and techniques for learning in a post-secondary setting with the ability to share techniques for academic success
- Practice developing strategies for success in specific courses of any subject area
- Commitment to diversity, equity and inclusion
- Excellent verbal and non-verbal communication skills
- Adaptable to a fast-paced work environment
- Ability to work with students one-on-one and to collaborate with students and colleagues in small groups
- Ability to present to large groups
- Technical ability to engage with and learn new digital programs and practices
- Experience with organizing projects and attending to details
- Experience with various computer and networking applications (e.g. Office 365, Zoom, and related).
- Preferred: Language proficiency other than English
- Preferred: More than one academic year remaining at WWU
- Preferred: AEES alumni

## Responsibilities

- Attend AEES seminars and activities
- Perform AEES mentor office hours as necessary
- Provide Peer Coaching to AEES program students

- Participate in academic support and outreach activities, e.g. facilitating study skills appointments and presentations, leading tours, participate in information fairs
- AEES mentors may work in the Tutoring Center performing any or all of the following roles and tasks:
  - Front Desk and operations
  - Subject tutoring
  - Facilitating Study Groups
  - Facilitating Study skills workshop[s]
  - Individualized Study Skills appointments.
- Actively develop competency with student success best practices, and strategies to build academic skills
- Participate in training and professional development as necessary

## Benefits

- Develop interpersonal, professional, and leadership skills
- Gain career-relevant work experience
- Improved mastery of study strategies and student success best practices
- Opportunity to help create a vibrant and inclusive learning community
- Work on campus with sick leave and flexible hours
- Eligible for Student Employee scholarships