



Job Title: Online Peer Mentor
Salary Range: Temp/Hourly
Department: Academic Affairs
Location: Online/Remote

Thomas Edison State University provides distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality, collegiate learning and assessment opportunities. One of New Jersey's senior public institutions of higher education, the University offers associate, bachelor's, master's and doctoral degrees in more than 100 areas of study, predominantly online. At Thomas Edison State University we embrace a diverse and dynamic workforce that drives innovation, learner success and organizational growth. We welcome you to apply to be a part of our team.

Description:

Online peer mentors will assist at-risk non-traditional students transition to TESU to optimize their student experience. Peer mentors provide personalized outreach, support, and connection through mentorship designed to build confidence, promote a growth mindset, build engagement and relationships, normalize challenges, shift perceptions of social norms associated with transitioning back to college, and boost resiliency to overcome barriers that arise.

Essential responsibilities of this position include the following:

- Hold real-time virtual office hours for mentoring appointments
- Provide one-on-one and group mentorship to students enrolled at TESU via synchronous and asynchronous assistance
- Engage students through delivery of effective online webinars or programming
- Maintain confidentiality of all student information, material, and discussion shared in the mentoring relationship
- Discuss any mentee concerns with the Peer Mentor supervisor
- Understand and abide by all TESU policies and procedures
- Attend and participate in all training sessions and meetings
- Reflect the culture and values of TESU at all times
- Complete all other duties as assigned

Preferred Qualifications:

- Current student or recent TESU graduate
- Completed at least 18 credits at TESU
- 3.0 cumulative GPA at TESU
- Excellent oral and written communication skills
- Must be in satisfactory academic standing with no misconduct on record
- Works well both independently and as part of a team
- Access to a personal computer with a reliable internet connection, microphone, and camera

Work Hours:

Peer tutors will be expected to work remotely up to 16 hours per week. This is a part time position based on grant funding.

How to Apply:

Resumes and applications for this position will only be accepted online through ADP Workforce Now at:
https://workforcenow.adp.com/jobs/apply/posting.html?client=TESU&cclid=19000101_000001&type=MP&lang=en_US

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