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| **Title of Position** | Peer Mentor  |
| **Department** | Student Life – Student Experience Division  |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

1.2 Host a weekly peer mentor drop-in room for your school

1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office (Excel, Word, PowerPoint, Visio)

1.06 Assist with scheduling of meetings, special events and general office activities

2.00 Contribute to the creation of visual and written content for digital media (blogs, social channels such as Facebook, Twitter, Instagram, LinkedIn)

2.02 Working with the College community, assist with the promotion of student and/or employee initiatives and/or awareness campaigns

2.06 Assist with preparation marketing materials for events

2.08 Participate in promotional activities

2.10 Assist with the basic preparation and implementation of college events/activities

4.01 Participate in orientation, training and workshop sessions as required

4.02 Attend and participate in meetings as required

4.04 Provide general guidance as student lead/role model to peers and/or volunteers in the college community

4.05 Conduct basic research

10.01 Occasional weekend and evening shifts may be scheduled as required

**Qualifications**

* Current student of Fleming College receiving financial aid and eligible for work study
* Enrolled in a related program of study
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Proficient knowledge and experience with a variety of social media platforms
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs
* Experience presenting and/or speaking in front of small or large groups