Job Description

Peer Mentor Responsibilities:
Bridge to Loyola Peer Mentors are mainly responsible for residential, social, and community programming. Under the direction of the Bridge to Loyola Graduate Intern and Lead Peer Mentor, Peer Mentors will provide guidance and support for Bridge to Loyola students as they meet the challenges of transitioning from high school to college.

Bridge to Loyola Peer Mentors will:

1. Attend all Peer Mentor training sessions.
2. Live in the residence hall June 18 – July 29.
3. Be present in the residence hall evenings and weekends.
4. Monitor residence halls and enforce residential policies, such as quiet hours.
5. Participate in a rotational duty schedule.
6. Model and uphold Loyola University Chicago and Bridge to Loyola policies.
7. Meet regularly with Bridge to Loyola supervisor and fellow peer mentors.
8. Collaborate with Bridge faculty and staff.
9. Act as a resource for students by facilitating their use of study strategies and time management.
10. Refer students to appropriate people and campus resources for support in dealing with academic, personal and interpersonal issues.
11. Develop, coordinate, and facilitate co-curricular and social activities for students during weekends and evenings.
12. Supervise scheduled study periods for Bridge students.
13. Perform administrative duties as appropriate to the position including, but not limited to, writing reports and emails, entering data, copying materials, updating records, and scheduling appointment.
14. Respond to emergency and non-emergency situations and contact the appropriate staff for assistance as necessary and as directed.
15. Adhere to duty protocols and procedures as described and provided in training sessions, the Peer Mentor Manual, and through supervision.
16. Perform other duties as assigned.

Expectations
- Professionalism within any Bridge staff interaction.
- Academic and social professionalism with students.
- Punctuality and timeliness to all meetings and events.
- Uphold the Loyola Community Standards with students and staff.
- Be proactive and flexible with time and tasks.
- Have integrity and confidentiality with students and staff.

Qualifications:
- Loyola undergraduate student in good standing with their college/school and the University.
- Effective verbal and written communication skills
- Excellent interpersonal and conflict management skills
- Ability to maintain professionalism in stressful and emergency environments
- Ability to demonstrate maturity and take initiative.
- Ability to be flexible and work in a team environment.
- An appreciation for the Jesuit educational traditions and values including an appreciation for diversity and social justice
- Preference given to Bridge students and/or rising junior and seniors
First and Second Year Advising  
Summer Bridge to Loyola Peer Mentor Application

**Contact Information**

Name: __________________________________                        
Loyola ID #: __________________________________            
Phone Number: __________________________________           
Current Address (Street, City, State, Zip):
___________________________________________________________________________

Permanent Address (Street, City, State, Zip):
___________________________________________________________________________

Are you currently, or have you ever been a Bridge student   Y   N

**Academic Information**

Total number of credit hours earned: __________________________________
Number of credit hours taken this semester: ____________________________
Cumulative GPA: _____________________________________________________
Major(s): ___________________________________________________________
Minor(s): ___________________________________________________________
Expected graduation: _________________________________________________

Language(s) Spoken Fluently: __________________________________________

**Availability for Work**  
Are you available to work and live on campus June 18–July 29? _________________

Do you have any outside commitments during this time? _________________________

Summer Bridge to Loyola Peer Mentors will live in the residence hall with the students for the duration of the program; room and board during Peer Mentor training and the three-week summer program is provided. Peer Mentors will be paid a $1,500.00 stipend. Peer Advisors may **not** take summer classes during the employment period. **Peer Mentors move in on Sunday, June 18 at 8:00 a.m. and will move out Saturday, July 29.**
Application Information

To apply, submit the following materials to the Bridge to Loyola team at bridge@luc.edu or Sullivan Suite 260 by 4:00 p.m. on Wednesday, March 1. More information regarding the Bridge to Loyola program may be found at luc.edu/bridge.

1. **Cover Letter Guidelines**
   Along with your application, please include a 1-page cover letter addressing your responses to the following questions:
   - Why are you interested in working with the Bridge to Loyola program?
   - How do your skills and experience make you an appropriate candidate for this position?
   - What do you identify as the most pressing needs of incoming first year students?

   *For assistance with your cover letter and resume, please visit the Career Development Center http://www.luc.edu/career/.*

2. **Resume**
   Please attach a 1-page resume along with this application.

3. **Letter of Recommendation**
   Please have a faculty or professional staff member complete the attached letter of recommendation.
   (Student workers cannot serve as a reference)

4. **Contact Form**
   Please complete the contact form with your application materials.
Recommendation Form

This form should be completed by a faculty member or professional staff member (student employees recommendations will not be accepted) and submitted to the Bridge to Loyola team at bridge@luc.edu or Sullivan Center, Suite 260 by 4:00 p.m. on Wednesday, March 1. More information regarding the Bridge to Loyola program may be found at luc.edu/bridge.

About the Program
The summer portion of the Bridge to Loyola program is designed to mirror a typical first-year student schedule with classes, study time, and co-curricular activities. While living in on-campus housing, students will participate in social and community building activities led by peer mentors. In addition, they will attend academic success seminars taught by their academic advisor.

About the Position
Bridge to Loyola Peer Mentors are mainly responsible for residential, social, and community programming. Under the direction of the Bridge to Loyola Graduate Intern, Peer Mentors will provide guidance and support for Bridge to Loyola students as they meet the social and academic challenges of transitioning from high school to college.

Student’s Name: ________________________________________
Recommender’s Name: ______________________________________
Relation to Student: ________________________________________

1. Peer Mentors work to plan programs for students in addition to several administrative tasks. How would you describe the candidate’s accountability and timeliness with assigned tasks?

2. Peer Mentors work predominantly in a team setting to assist students. How would you describe the candidate’s ability to work with others?
3. Peer Mentors are integral roles in the Bridge Summer experience. They serve in a variety of areas and may be called on for emergency and non-emergency situations. How would you describe the candidate’s flexibility and responsiveness to unforeseen situations?

4. Any additional comments you would like to include about the candidate:

Recommender’s Signature: ________________________________ Date: ______________