

## **New Student Peer Mentor Position Description for Fall 2026**

We are looking for enthusiastic, creative, caring individuals who have the ability to contribute positively to a team, maintain a sense of humor and have a genuine desire to help new first-year and transfer students and their family members make the transition to Lewis & Clark College.

The New Student Peer Mentor position starts with training in the spring and summer and continues throughout the fall semester. The position includes a financial leadership award! Serving in this role provides a unique opportunity for current students to invest in the success of new students and the future of the college. NSPMs are exemplary Lewis & Clark students who serve as ambassadors to the college and role models to incoming students.

### ***Qualifications***

- Achieve a minimum cumulative GPA of 2.5 AND a minimum GPA of 2.5 per academic semester; a minimum GPA of 3.0 is preferred
- Completed at least two semesters at Lewis & Clark (by the start of the next academic year)
- Desire to provide a welcoming and inclusive environment at the College
- Able to responsibly manage hours related to the role that vary from week to week
- Community Accountability and Conflict Education / Behavior
  - All applicants will be reviewed by The Office of Community Accountability & Conflict Education (CACE) for a student record review and conduct record check. The First-Year Experience Office holds the right to deny an application based on CACE's review and suggestions.
  - Students formally found responsible for violating policy by The Office of Community Accountability & Conflict Education within the last year will not be considered for the position. Students with more than 2 informal policy violations with The Office of Community Accountability & Conflict Education within the last year are not eligible for the position.
  - A policy violation while in the role may lead to removal from the position and could impact the leadership award.

### ***Responsibilities***

- Serve as a guide and resource for a group ranging from 15-25 incoming students (group may be smaller or larger if assigned to transfer students) during Orientation and continuing into the fall semester
- Assist with NSO move-in and Orientation day-time programming, and evening events
- Be knowledgeable of college resources such as counseling, health, tutoring, student engagement, etc.
- Conduct at least two check-ins with every student in your group during the fall semester
- Share with supervisor any concerns regarding the assigned students
- Plan two co-curricular activities taking place outside of the classroom

- Plan an additional co-curricular activity that takes place in downtown Portland or surrounding neighborhoods and utilizes mass transportation (e.g. TriMet)
- Plan and facilitate one NSO interactive event in collaboration with another NSPM
- Engage in the position for an average of five hours a week for the entire fall semester after the orientation period
- Attend NSPM team meetings/professional development as scheduled
- Ability to honor and work with all identities and individuals, particularly those who are underrepresented in the country and/or at Lewis & Clark College.
- Be mindful of e-mail, WhatsApp, and Google Spaces, and respond in a timely fashion
- Keep track of student attendance at NSO and other events during the fall semester.
- Participate in the triweekly staff meetings and two check-ins with staff

### ***Important Dates with Attendance Expectations***

- NSPM Spring Welcome - Tuesday, April 7th 4-6pm
- NSPM Summer Check-in (via Zoom) - July 23rd 1-2:30 pm PDT
- NSPM pre-orientation training - 8/20/26 (move-in day) through 8/25/26
- New Student Orientation - 8/27/26 - 8/30/26
- NSPM fall semester meetings
  - Tuesday, September 8, 2026 from 4-6pm
  - Tuesday, September 29, 2026 from 4-5pm
  - Tuesday, October 20, 2026 from 4-5pm
  - Tuesday, November 10, 2026 from 4-5pm
  - Tuesday, December 1st, 2026 5pm - 7pm for our thank you dinner!

### ***Leadership Award***

- A financial leadership award of \$1,220 will be paid in monthly increments for NSO and the fall 2026 semester
- Early arrival housing and meals are covered by FYE during August training and New Student Orientation (until fall semester meal plans begin)

### ***Application Steps & Timeline***

1. Fill out the NSPM Application before the deadline.  
The application deadline for **Returning NSPMs is Sunday, January 25th, 2026**  
The application deadline for **First-Time NSPMs is Sunday, February 8, 2026**
2. Returning NSPM interviews will take place from January 26th through February 6th.
3. First-Time NSPM group interviews will take place between February 16th-26th.

Final position decisions will be sent out during the second week of March. Questions? E-mail [firstyear@lclark.edu](mailto:firstyear@lclark.edu)