

New Student Peer Mentor Position Description for Fall 2025

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
- Student Rights and Responsibilities / 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, Orientation day-time programming, and Orientation evening events
- Be knowledgeable of College resources such as counseling, health, tutoring, student engagement, etc.
- Have a minimum of two one-on-one meetings with every student in your group during the fall semester
- Share with supervisor any concerns regarding 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)
- 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 as needed

Important Dates with Attendance Expectations

- NSPM Spring Welcome - Tuesday, April 8th 4-6pm
- Student Leader Hype Night - Thursday April 24th 4-6pm
- NSPM summer virtual training - July 24, 2025 1-2:30 pm PDT
- NSPM pre-orientation training - 8/21/24 through 8/25/24
- New Student Orientation - 8/27/25 - 8/31/25
 - NSPMs are expected to be on-campus over Labor Day weekend 2025
- **NSPM fall semester meetings**
 - **Tuesday, September 9, 2025 from 4-5:30pm**
 - **Tuesday, October 14, 2025 from 4-5pm**
 - **Tuesday, November 11, 2025 from 4-5pm**
 - **Tuesday, December 2nd, 2025 5pm - 7pm for our thank you dinner!**

Leadership Award

- A financial leadership award of \$1,220 will be paid in increments for NSO and the fall 2025 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. The application deadline for Returning NSPMs is Sunday, January 19th, 2025. The application deadline for First-Time NSPMs is Sunday, February 9, 2025.
2. Returning NSPM interviews will take place from January 23rd through February 7th.
3. First-Time NSPM in-person group interviews will take place between February 17th- 28th.

Final position decisions will be sent out during the second week of March. Questions? E-mail firstyear@lclark.edu