



**DAYTONA**  
**STATE COLLEGE**

## Student Employment Job Description

### Student Employment Office Only

\$12.00 per hour

### Department Only

**Department:** Falcon HOPE Center

**Campus:** Daytona Beach

**Funding:** Federal Work Study (FWS)

**Hours Per Week:** Up to 20

**Hourly Wage:** \$12.00

**Days Needed:** Monday through Friday (Flexible)

**Times Needed:** Morning and Early Afternoon (Flexible)

**Contact:** Ms. Rabecka Collins

**Contact Info:** Email: [Rabecka.Collins@daytonastate.edu](mailto:Rabecka.Collins@daytonastate.edu)

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**Job Title:** Peer Mentor (COMPASS)

**Purpose of Job:** COMPASS (Coaching, Mentoring, Persistence, and Student Success) is part of the Daytona State College Quality Enhancement Plan (QEP). This initiative is designed to provide intentional, proactive layers of support to first-year, first-time in college AA degree-seeking students. Peer Mentors support COMPASS by being knowledgeable guides for new students and are expected to provide individual and group leadership, guidance, and support to first year mentees.

### Duties/Responsibilities:

#### *Tours, Orientations, Events, and Workshops*

- Educate students about various resources and services available at Daytona State College
- Greet and direct students on campus during the first week of classes. Peer mentors may facilitate campus visits of individuals and groups as assigned
- Participate in Welcome Back events and other events/activities as assigned

#### *Peer Mentoring*

- Maintain regular and appropriate contact with assigned students by specific dates as determined by supervisor.
- Encourage positive academic behaviors and serve as a positive role model for assigned students.
- Motivate assigned students to attend campus activities, workshops, tutoring, and other relevant events

- Participate in Social Media interactions (Facebook, Instagram, Ask a Mentee, etc.)

*Other Responsibilities*

- Attend scheduled team meetings and complete peer mentoring training as assigned
- Maintain confidentiality with any shared information and abide by all Daytona State College policies
- Notify supervisor of mentee needs and concerns
- Be available to assist the Falcon HOPE Center staff as needed to help students seeking support and resources. This may include answering the phone, checking the Center's email and voicemail, and assisting students with printing needs.

**Job Qualifications:**

- Be currently enrolled at Daytona State College
- Must have completed a minimum of 24 credits at Daytona State College, highly qualified students with less than 24 credit hours may be considered
- Minimum grade point average of 3.0
- Possess good interpersonal communication skills
- Have an outgoing, positive attitude, with a willingness to play a key role in student support
- Have a knowledge of the campus and its various resources
- Be able to exercise discretion when working with confidential information
- Demonstrate the ability to follow through and complete tasks as assigned

**Requirements:**

- [Complete online interest form by clicking here](#), please include resume. A reference email/letter from a DSC faculty or staff member is preferred.