

Position Title: Commuter Peer Mentor

Division: Student Affairs

Department: Commuter Services

Position Reports directly to: Assistant Director for Commuters and Off-Campus Living

Commuter Peer Mentors (CPMs) support the mission of Commuter Services by engaging with incoming traditional first – year commuter students. CPMs are responsible for leading a small group of students through team building and development exercises, provide information and perspective regarding being a commuter student, and act as a peer mentor during students’ first semester and beyond to ensure successful acclimation to Xavier and the development of a sense of belonging. This position provides a great opportunity to gain leadership experience and training for future jobs and leadership roles.

1. University Requirements

- a. Current Xavier student in good standing with the University. Good standing includes both discipline and academic standing, and is defined as follows:
 - i. Not on University probation
 - ii. Any previous assigned conduct sanctions are complete
 - iii. Cumulative GPA of 2.5 or higher through spring semester prior to starting in fall

2. Qualifications

- a. Has been a traditional commuter student at some point during their time at Xavier
- b. Understands and supports the goal of Commuter Services
- c. Demonstrate respect for all individuals regardless of ability, creed, ethnicity, gender, race, etc.
- d. Demonstrate responsibility, enthusiasm, friendliness, flexibility, and patience
- e. Display a willingness to engage with and help others
- f. Attend classes as a full-time undergraduate Xavier student during Spring 2025
- g. Students studying abroad during Fall 2025 are not eligible unless a specific exception is granted by the Assistant Director for Commuter and Off Campus Living
- h. Students selected as RAs, Smooth Transition Mentors, or Manresa leaders for 2025-26 are not eligible to serve as a Commuter Peer Mentor
- i. Should have strong interpersonal skills, enjoy working in a fast-paced, high-energy environment, and enjoy meeting new people

3. Duties and Responsibilities

- a. Responsible for leading a small group of commuter students throughout Manresa and monthly during the semester
- b. Maintain connection throughout the first semester on a weekly basis and serve 2 drop-in hours per week in the Commuter Lounge where you are responsible for noting the number of visitors
- c. Facilitate small group activities and discussions, answer questions, and address concerns during Commuter Lounge drop-in hours
- d. Personally welcome new commuter students to the Xavier community and serve as a resource for them
- e. Willingness to develop leadership skills including facilitation, collaboration, and handling challenging situations
- f. Participate in all Commuter Services events and training events
- g. Demonstrate a willingness to learn more about the programs, people, and policies of Commuter Services through developing a weekly communication plan and drop-in hours activities
- h. Assist with the coordination and implementation of the Commuter Services Manresa programs