

## **Director, Peer Mentoring**

### **Job Code 50027805**

#### **General Description**

Responsible for providing leadership to the implementation of the PACE Peer Mentoring experience within Texas State's Personalized Academic and Career Exploration (PACE) Center.

#### **Examples of Duties**

Articulate the campus vision for PACE Peer Mentoring, including outreach to student, faculty, staff and the community.

Collaborate with the Associate Dean for University College Academic Programs on the integration of peer mentors in US 1100 classrooms.

Serve as a liaison with the Director, University College Outreach and provide administrative support.

Provide leadership, advocacy and expertise related to faculty and staff mentors.

Foster a spirit of cross-campus communication and collaboration in support of the PACE initiative.

Support college assessment initiatives in the area of PACE mentoring.

Represent the Director of Quality Enhancement Plan and Executive Director of PACE Mentoring and Academic Coaching.

Plan, develop and implement complex strategic goals and program initiatives for Peer Mentoring.

Recruit, supervise and train staff.

Plan, develop, and implement financial education programming during summer new student orientation.

Perform other duties as assigned.

#### **Knowledge, Skills and Abilities**

**Knowledge of:** Mentoring, career services and academic advising best practices.

**Skill in:** Establishing rapport with higher education students, staff and faculty, working as team member, interacting with others and effectively motivating output, resolving conflicts and problems, answering questions, setting timelines and objectives, prioritizing work, project management, giving presentations.

**Ability to:** Interpret and apply complex written instruction and documentation, policies and procedures, research new techniques and new media, correspond with faculty and staff in order to explain procedures and complete processes, perform basic math, convey academic policies and procedures, discuss and promote PACE and related programs, plan, develop and implement complex strategic goals and program initiatives.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

**Other Requirements**