



Responsibilities

- Plan and Implement FYE events throughout academic year
- Staff Trib411 information center
- Provide regular communication with prospective and new students
- Facilitate Orientations during the summer and month of January
- Participate in a mandatory paid training program the week of July 13, 2020 (9:00 a.m. - 5:00 p.m.)
- Serve as hosts and guides at Admissions Office events such as MCC Open House and Admitted Student Day
- Mentor new students and conduct workshop in the First Year Experience program
- Attend all weekly staff meetings (Tuesdays 4:00 p.m. - 5:00 p.m.)
- Other duties as assigned
- This position is a full one-year position (July 2020 - July 2021)

Qualified Candidates will meet the following criteria

- A full-time, matriculated student in good judicial and academic standing
- Have a cumulative GPA of 3.0 or higher
- Enthusiastic, personable, and effective public speaker
- Comfortable leading and directing groups of up to 25 people
- Reliable, trustworthy, and possess the ability to use good judgment
- Work well independently with minimal supervision after appropriate training
- Possess ability to follow specific and sometimes complex directions
- Possess strong interpersonal skills and has ability to work well in a team setting
- Must have a source of reliable transportation
- Available to work at least 10 hrs. /week during school year. During summer and break weeks more hours are available (20 hrs. - 30 hrs. per week)

Position Benefits

- Paid position.
- Learn transferrable skills useful for future employment
- Opportunity to gain leadership experience and connect with the MCC community
- Strengthen communication and presentation skills
- Opportunity to explore Higher Education as a profession
- MCC clothing (i.e. polo, jacket, name badge, mcc shirts)

Questions regarding the position can be directed to:

Matthew Lawson, Program Manager, Orientation and FYE
mlawson014@monroecc.edu or by phone at (585) 292-2433



Deadline for submitting your application is **Friday, May 8, 2020 at 4:00 p.m.**

Name: _____ Student#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Essay Question

Please type your response to the following questions and include with this application.

- Share your story. Who you are? Where are you from? What are you studying at MCC? What are your goals?
- Why are you interested in becoming a Peer Navigator?
- Please identify and explain three strengths that will help you fulfill the position responsibilities.
- Why should you be hired as a Peer Navigator?

Resume Information

Please attach a professional resume with 3 references.

- At least one reference should be from an MCC faculty member.

By signing below, I am indicating that all the information provided is complete and truthful.

Signature: _____ Date: _____

Please save this file after completing and email it to mLawson014@monroecc.edu along with your essay file.

First Year Experience!