



**Federal Work-Study  
Student Peer Mentor**

**Name of Position:** Student Peer Mentor

**Number of positions available for this posting:** 5

**Pay Grade and Classification:** Grade II - \$10.50/hour

**Hours per week:** 10-20

**Terms of Employment:** Fall, Spring, Summer

**Name and Address of Employer:**

Jackson State Community College  
Office of Advising  
2046 N. Parkway  
Jackson, TN 38301

**Supervisor:**

Nikki Castles  
(731) 425-2633  
lcastles@jsc.edu

**Location of Job Placement:**

Office of Advising, Jackson Campus

**Purpose and Role of the Position:**

- To assist current and new students with locating resources, connecting with campus events, and engaging with their educational opportunities and supports.

**Duties and Responsibilities:**

- Work with an assigned caseload of students through targeted outreach (phone, email, text) to build relationships and provide them with a friendly peer with similar experiences that can help students be more successful in their classes and engage with student activities and supports.
- Assist with campus tours.
- Help with orientation events.
- Help with other campus events as needed.

**Qualifications:**

- Required Qualifications
  - One semester of college required, preferably at the community college level.
  
- Preferred Qualifications
  - One year of work experience in office-related work or customer service.