



# Bay State College

## Online Success Peer Mentor The Center for Teaching and Learning

**Position Start Date:** Immediate

**Department:** The Center for Teaching and Learning

**Supervisor:** James Grenier

**Supervisor Email:** [Jgrenier@Baystate.edu](mailto:Jgrenier@Baystate.edu)

**Supervisor Phone:** 617-217-9024

**Position Title:** Online Success Peer Mentor

**Number of Positions Available:** 2

**Days/Times Required:** Varies

**Hours per Week:** 5 – 10 hours per week

### **Job Description/Responsibilities:**

Peer Mentors will tutor other students in best practices for success in hybrid and online courses at the College. Tutoring subjects will include, but are not limited to:

- Locating and submitting assignments online;
- posting to discussion boards;
- best ways to communicate with their professor;
- aide in students' understanding of online course expectations

Position will be housed in Boston at the *Center for Teaching and Learning*, next door to the *Office of Instructional Design*. Online components will be required; the position may be mostly or totally online while COVID restrictions are in place.

### **Skills/Qualifications Sought:**

- Excellent people skills and a customer service mindset
- Knowledge of basic Canvas functions and how they are used in hybrid and online courses.
- Record of having passed courses delivered in an online or hybrid format at the College.

- Ability to travel to and work on the Boston Campus and use Teams to communicate with other students for the purposes of tutoring sessions.
- Additional training will be provided.

**How to Apply:** Please email your resume and a professional reference to James Grenier at [jgrenier@baystate.edu](mailto:jgrenier@baystate.edu)