

The Role of a Mentor

I am interested. What does a mentor do?

Peer mentors are CTC students who have demonstrated their own successful completion of the first two terms at CTC or is a transfer student who has completed at least one semester at another college and one semester at CTC. Peer mentors will provide leadership and guidance to students in the Disability Services program. Their main goal is to assist students with the transition from high school to college. Peer mentors will be asked to assist one to two students at first, but may request additional mentees if desired. The mentor will meet with his/her mentees at least three times during the term to establish a mentoring bond and provide them with useful information to navigate the college systems. Peer mentors will provide appropriate support and referrals. Peer mentors may also be required to attend campus functions, assist staff with limited on-campus events when able and serve as spokespersons for the student support services programs. A mentor is an experienced student who has volunteered to assist in the Peer Mentor program because of his/her genuine interest in the educational and personal advancement of other students. He/she functions as a college navigational guide, coach, friend, and a positive role model.

Mentors will also rely on other sources of communication to include phone, email, text, etc. As a role model, a mentor helps other students find success in college. They assist a new student in locating resources, understanding the cycle of college events and activities, understanding student responsibilities, and most importantly, help instill confidence and help others discover their own potential in navigating college and life itself. The mentor is there to answer questions, remind students of their obligations, assist in finding campus resources or staff assistance, and provide encouragement and motivation to new students.

What are the traits and characteristic of a mentor?

Reliable, dependable, accountable, respectful, patient, trustworthy, a good listener, a leader, and a person who seeks to make a difference in the life of another. A mentor is a self-starter but is willing to ask for help. The mentor must be confident in your ability to be a leader, be comfortable talking with others, possess excellent organizational and time management skills, and communicate with peers and student support staff. The mentor must be a team player as well as a role model for our students. A mentor must have a good understanding of the college community and be committed to the responsibilities in leading others to becoming a successful student.

- Set an example of good behavior
- Give spontaneous feedback
- Encourage mentees to take charge of their life
- Be a resource for academic and personal referrals
- Encourage mentees to pursue their academic goals
- Offer challenging ideas
- Help build self-confidence
- Emulate professional behavior
- Provide growth experiences
- Explain how the institution operates
- Coach their mentees
- Encourage a winning behavior
- Inspire their mentees
- Share critical knowledge



- Offer encouragement

Requirements to be a mentor:

- Completion of all learning support courses required
- Completion of at least two semesters
- A 2.5 GPA or above
- Reliable in responding to phone calls and emails to your CTC account
- Optimistic and positive attitude
- Willing to be a mentor in the summer or fall term
- Enrollment in at least one course during the semester he/she has volunteered to mentor
- Currently enrolled in a minimum of 9 credit hours
- Good academic standing
- Maintain a positive and productive working relationship with all staff, peers, and mentee(s)
- Good oral and written communication skills for contacting students
- Able to handle confidential information with discretion
- Flexible and able to take direction well
- Willing to serve as an enthusiastic/positive representative of the Student Support Services program at all times
- A desire to help others while maintaining a non-judgmental attitude
- Knowledge of the college, departments, services and general knowledge of programs of study
- Available to meet individually with assigned mentees at least three times during the term
- Attend occasional trainings and support meetings during the term

Peer Mentor Role:

Regular communication with mentee(s) by email, call, text, Facebook and other social media avenues

Encouraging mentees to take an active role in college and campus life activities

Introduce and encourage mentees to use college resources such as Academic Success Center, the Library, open computer labs, disability labs on the North Metro and Marietta campus, academic advisement, textbook lending program, disability, career services, counseling and other student support services.

Offer to accompany mentee to campus life and other college activities

Provide “early warning” to appropriate staff when students are struggling

- Provide personal assistance to mentees
- Assist in the development of skills necessary for mentees to succeed in college
- Motivate students to achieve academic excellence
- Enhance the self-esteem of mentees
- Serve as a resource and referral person for the mentee
- Encourage mentee to interact frequently with his/her academic advisor and CTC personnel
- Provide support, encouragement, and positive perspectives
- Give feedback on observed behavior and report performance
- Maintain ongoing contact with coordinator or director of the mentoring program
- Encourage mentees to utilize campus resources
- Encourage mentees to set short and long term goals toward educational and career goals
- Provide encouragement, inspiration, and motivation
- Help build self-confidence

- Foster success through support and caring
- Serve as a positive role model

“Peer Mentors are academic advisors, student leaders, and campus community builders”

How do I get started?

1. Establish contact. The mentor should be the first to reach out to the student by phone, email, etc.
2. Meet one-on-one to meet one another to discuss needs and expectations as well as begin to learn about one another personally.
3. Discuss the college community. Talk about the cycle of education and academic responsibilities. Discuss the importance of measurable short and long-term goals in regard to career and educational objectives.
4. Discuss resources available to the students to include Academic Success Center, textbook lending program, activities sponsored by Student Support Services, Disability Services, Library services, Career Services, academic advising and other programs essential for success.
5. Talk about the best method of communication, how often to meet, boundaries and guidelines for reaching out for help, and expectations for replying to one another.

Tips to be a mentor:

- Encourage regular communication.
- Be patient. Building trust is imperative to a mentoring relationship. Some students may be reluctant or shy. They may be embarrassed to ask for help. Encourage the mentee to ask questions. A mentor must be gentle but persistent.
- Encourage and praise your mentee. Some students may not have the support of friends and family. Some students have met with failure in the past. Any accomplishment should be recognized.
- Be mindful of boundaries. While it is important to bond with your mentee(s), it is wise to remember that mentors are not tutors, best friends or expected to be a counselor. A mentor cannot be expected to be a counselor. A mentor can help his or her mentee learn about campus resources, encourage the student to participate in campus activities, and make friends in his or her new environment.
- Understand that some new students do not even know what questions to ask at first. Consider taking a tour through the college website, catalog and calendar to help the mentee(s) become familiar with the college. If comfortable, take the mentee(s) for a tour of the campus.
- Be concerned. Showing interest in the mentee(s) goes a long way in establishing trust and confidence.
- Understand that the mentee(s) may have different values, culture, family life, and background. Get to know and celebrate those differences.
- Be honest. Let the mentee know about your time commitments and schedules. Work out expectations during your first meeting. Establish and agree upon meeting times, length of conversations and how much time you may need to reply to calls, texts or emails.
- Take a leadership role to enhance understanding and knowledge of campus events, resources, timelines, and other academic responsibilities.

What does a Peer Mentor gain?

- Enhanced college knowledge
- Mentoring and advising skills
- Development and/or enhanced leadership skills
- Community building skills
- Interpersonal and communication skills
- A sense of satisfaction
- Facilitation of one's personal growth
- Development of interpersonal skills
- Enhancement of professional resume
- Excellent leadership experience
- Recognition by faculty and staff



Mentor Responsibility Agreement

The Peer Mentor Program provides for each student caring mentors who genuinely want to help a first time student succeed at CTC. The peer mentor is expected to understand college policy and procedure, academic support services, student support services, student code of conduct, and college services and resources.

The Mentor responsibilities are as follows. As mentor, I agree:

1. To meet with my mentee at least three times a semester, beginning with an initial meeting within one week of being assigned a mentee
2. To contact my mentee once a week or on a regular basis by email, text, or phone call
3. To contact my mentee to find out if there are any obstacles or challenges that might hamper academic or personal success
4. To attend any peer mentor program meetings
5. That I understand that both peer mentor and mentee may not work effectively together for a variety of reasons; therefore, a mentor may be assigned to a different mentee or vice versa
6. To participate in program evaluations at the end of the term
7. To notify the program coordinator if any concerns arise in regard to mentoring a student

Be sure to submit an application to get started as a mentor! Questions? Call Cheri Mattox Carroll at 770-975-4152 or email: Cheri.Mattox-Carroll@chattahoocheetech.edu