



Learning Lab Peer Mentor Job Description

Overview

Portland Adult Education (PAE) is the largest adult education program in Maine where students strive to improve their academic and workforce skills to strengthen their roles as citizens, entrepreneurs, parents, taxpayers, and employees.

Job Description

PAE is excited to open a new learning lab for students looking to earn a high school credential (the HiSET), prepare for postsecondary education, and/or shift from a job to a career. The lab will allow students to study online at their own pace for the HiSET and Accuplacer exams and to learn about postsecondary options including college or job training. In addition to PAE employees, the lab will be staffed by Peer Mentors.

Peer Mentors act as role models and mentors to current students. They provide support, encouragement, and information to students. They are willing to share their own experiences to help motivate students as they navigate their educational journeys.

Job Duties

- Meet with new students to orient them to the lab and to academic study tools to help students prepare for the HiSET and Accuplacer exams
- Share information about online resources and other college and career prep resources at PAE and in the community
- Provide technical and academic support to students using online tools
- Help students map out education and career goals and connect them to resources to help them reach those goals
- Work with students one-on-one or in small group settings
- Refer students to PAE classes and assist with intake when appropriate
- Use social media to share information and to motivate and encourage students
- Brainstorm ideas to help improve offerings for students
- Monitor and respond to phone, email, and web inquiries
- Keep organized records and enter participant information into database
- Attend outreach meetings to share information about the lab with prospective students
- Attend internal meetings and work as a member of a team to reach program goals
- Other duties as assigned related to helping students succeed in their use of the new lab

Experiences, Qualifications, Skills

- First-hand understanding of the challenges faced by those who have not completed high school
- HiSET, GED, or high school equivalency (some college or postsecondary classes a plus)
- Strong relationship skills, including the ability to develop and sustain relationships with people of diverse socioeconomic backgrounds and cultures
- Desire to help others succeed and to help improve the lab as it grows

**Experiences, Qualifications, Skills (continued)**

- Strong oral and written communication skills and a demonstrated ability to work with internal coworkers and public
- Ability to effectively manage time to work on multiple tasks
- Ability to work both independently and as part of a team
- Strong computer skills and willingness to troubleshoot and learn new tools

Eligibility to Apply

- This position is open to all candidates who meet the minimum qualifications. Candidates are required to prove eligibility to work in the U.S.

Location and Work Schedule

- Work will take place at Portland Adult Education, 14 Locust St., Portland ME
- Work hours: Between 10-15 hrs/week, depending on availability and schedules. Initial work hours will take place during the traditional school day, with potential for evening(s).

Pay

- Peer mentors will be paid commensurate with experience. Pay range is between \$12 and \$14/ hr.

To Apply

- To apply, please send resume and question answers to Erin Krivicky at krivie@portlandschools.org. Candidates will be considered when application is complete. Application period open until position is filled.

Question 1*: Why are you interested in the position?

Question 2*: What life experiences do you think will help you be successful relating to students who will use the lab?

Question 3*: Please list three references, including contact information, who can speak to your employment experiences or personal character.

**required as part of application*