**Peer Advisor/Mentor 1: Multicultural Center**

Peer Advisor/Mentor 1—Multicultural Center, under general supervision, serves as an advisor to students. Duties may include, but are not limited to:

* Welcoming students to the campus or department and engaging with them.
* Assisting students, staff and/or other customers in solving problems and making informed decisions.
* Providing information and advising students based on knowledge and training.
* Taking responsibility for some project and office work including: maintenance and updating of sign-in database, creation and distribution of promotional materials and assisting in management of office social media pages.
* Answering phones, checking emails and messages, and upkeep office space.
* Referring students and other stakeholders to appropriate offices and resources on campus as needed.
* General counseling.
* Represent the Multicultural Center and its programs at tabling and resource events
* Conceptualize, schedule and organize events, workshops and programs
* Research, create and facilitate training
* Performing other relevant duties as assigned or required.

This position will report to the Multicultural Center and the Director of Student Equity and Inclusive Services.

This position will have flexible hours, Monday through Friday 8 am to 5:00 pm??

**Required Qualifications:**

* Applicants must have excellent customer service and people skills.
* Applicants must have excellent communication skills, both spoken and written.
* Applicants must be able to work independently, and with a group and to complete tasks unsupervised.
* Applicants must be reliable, responsive, organized, sensitive to the needs of a diverse population, willing to take direction and follow guidance.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated against COVID-19 before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**