



## Academic Year 2018-2019

### Online Success Peer Mentor

#### Reports To

Director of Online Education

#### Location

Wellesley Campus

#### Hours

6-12 hours per week

#### Job Overview

The Online Success Peer Mentor will provide technical assistance and training in common online learning tools, for students in online and hybrid courses at MassBay. Delivery methods may include face-to-face and/or online support. Scheduling negotiable, based on computer lab hours and student demand. The job is located mainly on the Wellesley Hills campus.

#### Responsibilities and Duties

- Provide common online technology guidance to students in online programs, such as Blackboard, Microsoft Office (including Outlook), and other web 2.0 tools;
- Provide insight and encouragement to students in online and hybrid courses on how best to succeed in an online course from the student perspective;
- Maintain frequent and regular contact with program director and student support participants, providing appropriate referrals, responses and follow-ups as needed;
- Perform other duties as assigned.

#### Qualifications

- High degree of comfort using common online learning technologies such as Blackboard, Microsoft Office (including Outlook), and other Web 2.0 tools
- The ability to explain their use to other students
- Prior experience taking online education courses at MassBay
- The ability to ask for help and refer students to the Director, OIT, the AAC and other college offices, for more advanced assistance when needed
- A willingness to learn.

#### Contact

Interested applicants please contact [jgrenier@massbay.edu](mailto:jgrenier@massbay.edu).

#### PLEASE NOTE:

Student Must Qualify for Federal – Work Study in order to be officially hired. Please contact the Financial Aid Office at 781-239-2600 or [cmoreno@massbay.edu](mailto:cmoreno@massbay.edu) to confirm your eligibility for Federal Work-Study. Students who begin