Peer Connections
San José State University
Assistant Peer Mentor Coordinator

The Assistant Peer Mentor Coordinator will work with Peer Connections professional staff and student staff in supporting the Peer Mentor program, which focuses on guiding students in their academic and social adjustment to SJSU and the college experience. Under the supervision of the Assistant Director, this position will directly work with a diverse group of Peer Mentors and encourage their professional and personal development as student leaders. There may be opportunities to work on special projects that further enhance the candidate’s areas of concentration.

Qualifications:
- Must be a current San José State University Student
- Graduate or undergraduate student (cumulative 3.0 grade point average or higher) in counseling, psychology, or education programs preferred
- Previous experience working with university students, peer mentors, or similar programs
- Understanding and demonstration of multicultural competence
- Must possess strong oral and written communication skills
- Ability to perform in a detail-oriented, fast paced, team environment with initiative and autonomy
- Working knowledge of software applications and technology (e.g. Canvas, Google Docs, etc.)
- Ability to maintain confidentiality and appropriately handle sensitive communication with students, staff, and faculty
- Experience developing and implementing academic support programs in a university setting
- Previous experience in designing and facilitating workshops/trainings is preferred

Responsibilities:
- Assists Peer Mentors with creating and attaining work-related goals for the semester
- Conducts ongoing mentor observation sessions and provides individual feedback
- Collaborate with Lead Mentors to facilitate mentor meetings and trainings
- Support Assistant Director with coordinating the day-to-day aspects of running the Peer Mentor program (e.g. check in regularly with Peer Mentors via email and meetings, train and oversee mentor administrative tasks such as timesheets, evaluations, scheduling, mentoring appointments, workshops, weekly reflections, etc.)
- Update the Assistant Director with feedback and progress of the Peer Mentors work performance
- Assist and participate in Peer Connections student staff training, meetings, and outreach activities
- Assist with developing and implementing mentor-related projects and outreach efforts

Commitment and Training:
This position is a one or two semester commitment (2 semester preferred). The Assistant Coordinator must be available to work approximately 15-20 hours/week, which will include receiving at least one hour of individual supervision on a weekly basis. This position may receive academic credit for their internship hours through their academic programs and will receive $17.00/hour

Application Process:
Please submit a cover letter, resumé with references, and two letters of recommendation to:
Pauline Le, Peer Connections, One Washington Square, San José, CA 95192-0198 or Pauline.Le@sjsu.edu – 408-924-2534.

Peer Connections services are provided without regard to race, color, religion, origin, gender, sexual orientation, marital status, age, and/or disability.