Peer Connections
San José State University
Early Alert Graduate Assistant

The Early Alert intern will work with Peer Connections professional and student staff to assist SJSU students develop the skills needed to be successful in the university environment as well as in life. Under the supervision of the Assistant Director for Training and Special Projects, the intern will manage the early alert services, provide individual educational support to students, and assist with Peer Connections outreach activities. There may be opportunities to work on special projects that further enhance the intern’s field of study.

Responsibilities:
- Provides initial assessments, educational counseling, and interventions to individual students experiencing personal, academic, career, or other developmental difficulties
- Offers strategies and resources to a diverse student population to be successful in the classroom and at SJSU
- Clarifies university policy to students, staff, faculty, and prospective students.
- Assists students in planning, organizing, and attaining their educational goals
- Prepares case notes on all student clients
- Refers and consults with other SJSU faculty and staff regarding SJSU students’ impediments to being successful at SJSU
- Follows up on student cases
- Participate in Peer Connections student staff training and outreach activities
- Aids in the collecting and arranging of data, developing source materials, and preparing reports to enhance the early alert program

Qualifications:
- Must be a current San José State University graduate student
- Previous experience working with university students, peer mentoring, or tutoring
- 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
- Working knowledge of software applications and technology (Canvas, PeopleSoft/MySJSU, GradesFirst, Excel, etc.)
- Ability to maintain confidentiality and appropriately handle sensitive communication with students, staff, and faculty
- Previous experience in designing and facilitating workshops is preferred

Preferred Qualifications:
- Graduate student in counseling, psychology, or education programs preferred
- Knowledge of college and university transition and student success

Commitment, Training, and Salary Range:
This position is a one or two semester commitment (2 semester preferred). The Graduate Assistant must be available to work approximately 12-20 hours/week, which will include receiving at least one hour of individual supervision on a weekly basis. The salary range is $2354-3325 (Full-Time monthly equivalent. Monthly pay will be based on appointment level. For example, a 0.20 appointment with FT Monthly base of $2000 would yield $400 per month gross). This position is a 0.3-0.5 position depending on the candidate’s availability.
Application Process:
Please submit a cover letter, resumé with references, and two letters of recommendation to: Jahmal Williams, Peer Connections, One Washington Square, San José, CA 95192-0198 or Jahmal.Williams@sjsu.edu – 408-924-2514. First Screening Date: June 15, 2018. Applications will be accepted until position is filled.

Exceptions to the minimum qualifications may be granted at the sole discretion of the University.

All student positions are limited to a maximum of 20 hours/week.

Graduate Assistants as exempt employees will abide by workload requirements.