

SJSU Peer Mentor Job Announcement



Peer Connections Student Academic Success Services

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The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at www.sjsu.edu/safetyreport.

SJSU Peer Mentor Job Description

Peer Mentors support students during their academic and social adjustment to SJSU. Peer Mentors know how to refer students to appropriate campus resources in order to navigate more easily through the university system. Peer Mentors work with individual instructors/departments to develop smaller communities within SJSU that more actively involve and engage students in their college experience.

Qualifications:

For consideration, candidates must possess the following qualifications:

- Minimum grade point average of 3.0 or a 3.0 for 2 consecutive semesters prior to the hiring semester.
- Must be enrolled in at least 6 units as an undergraduate or at least 4 units as a graduate student.
- Strong organizational, interpersonal, and communication skills.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.
- Must be making progress towards earning a degree.
- Must be available to attend Peer Connections training on weekdays August 14-22, 9-5pm. Note that all HR paperwork must be completed prior to starting training.
- Must attend weekly training meetings on Fridays from 9:45-11:45am for the first semester of employment.
- Must be available to attend mandatory staff meetings/training Thursdays from 4:30-5:45pm.

(Any exceptions to the minimum eligibility qualifications can only be granted at the sole discretion of the university.)

Definition of Mentoring: Transition & Navigation (College Life)

Mentoring enhances knowledge and understanding through sharing information, resources, and learned experiences. Mentors provide support and model effective skills, traits, and behaviors for other students.

A Peer Mentor is:

An SJSU Peer Mentor is a supportive ally who is well-informed about SJSU college resources and has developed skills to effectively guide other students in their college transition process.

Role of the Peer Connections Mentor

1. Encourages and engages mentees to develop their self-confidence, self-efficacy, and study strategies to become independent life-long learners.
2. Actively listens to and supports students in their personal, social, and academic situations and skills development.
3. Serves as an experienced guide and role model for students to effectively transition into and navigate through the college process.
4. Serves as the connecting link between students and SJSU campus culture by providing campus-related resources, information, and referrals.

Peer Mentor Responsibilities

1. Assigned to work with 1-2 instructors each semester to support students inside and outside the classroom (i.e. mentoring appointments, e-mails, workshops, review sessions, social events, etc.).
2. Attends the designated class 1-2 times each week, or as requested by the supervisor.
3. Meets with the class instructor at least once a month.
4. Meets with assigned students to work on time management, study strategies, campus resources and transitional issues.
5. Assists students to become familiar with different aspects of the university and advises/refers students to specific campus resources when appropriate.
6. Uses e-mail or Canvas messaging to communicate with students.
7. Develops and facilitates workshops as requested.
8. Provides mentoring services in designated Peer Connections locations according to program guidelines, policies, and procedures.
9. Uses CRLA-certified mentoring strategies and “best practices” taught in Levels I and II training when working with mentees.
10. Adheres to the written policies and procedures of Peer Connections and is familiar with the Peer Connections staff and their respective responsibilities and services.
11. Completes and submits all administrative tasks **correctly and on time**, such as GradesFirst Reports and assessments, “No Show” Reports, and payroll records.
12. Works as a productive and collaborative member of the Peer Connections team.
13. Responds appropriately to constructive feedback and supervision from the supervisor.

14. Finishes CRLA Levels I and II training before completing 3 semesters with Peer Connections, unless otherwise approved by the supervisor.
15. Completes 25 direct service hours every semester.
16. Arrives to and finishes scheduled work sessions on time.
17. Follows the initial work schedule for the entire semester unless otherwise approved by the supervisor.
18. Attends all scheduled staff and training meetings and participates by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and engaging in discussions on current topics or scenarios.
19. Is familiar with Peer Connections policies, procedures, and forms, which include (but are not limited to) the Code of Ethics, sign in/sign out procedures, mentor requests, e-mail, use of name tags and name cards, Canvas and GradesFirst procedures, Professional Development Log, and payroll submissions.
20. Educates the SJSU community about Peer Connections by participating in outreach opportunities such as: making faculty contacts and/or class announcements, distributing program materials, and working publicity events.
21. Discusses concerns or suggestions regarding the program with the supervisor.
22. Completes other assigned duties in compliance with the United Auto Workers (UAW) 4123 (Unit 11) contract.

Employment Information

- Students can apply for mentor positions regardless of work-study eligibility.
- Mentors are employed on a semester basis and contracts are subject to renewal each semester.
- Mentors are paid for their scheduled work, completing administrative work and attending staff meetings and training sessions. Mentors are paid twice each month via the SJSU Research Foundation.
- The Assistant Director determines the mentors' work schedule based on need, availability, and skill. Mentors typically work between 6 and 20 hours per week. (Exceptions to the minimum number of hours are granted only by the Assistant Director).
- Mentors must earn a minimum SJSU GPA of 3.0 each semester. Mentors are encouraged to speak with their supervisor as soon as they notice they are having a difficult time managing their class(es), work, or personal life, rather than wait until the end of the semester. The professional staff are here to assist and support mentors, just as mentors are here for students. Any mentors who do not maintain a semester 3.0 GPA are responsible for arranging a meeting with their supervisor as soon as they receive their grades to discuss their eligibility to continue with their employment.

Student staff members must meet a consistent GPA requirement to work at Peer Connections. Peer Mentors will not be re-hired if they have two semesters with an SJSU GPA below 3.0 (whether these semesters are consecutive or not) or if their SJSU cumulative GPA falls below a 3.0. If a Peer Mentor is hired under the condition that their SJSU cumulative GPA was under 3.0, but they had two consecutive semesters above 3.0, that mentor must maintain a SJSU semester GPA above 3.0 or they will not be re-

hired. If a Peer Mentor is not re-hired because of their GPA, they can re-apply once their **semester and cumulative** SJSU GPA are above 3.0. Exceptions can only be made in consultation with the mentor's supervisor and the Director.

Employment Privileges

- Mentors receive priority registration after they have been employed at Peer Connections for one semester and continue to work in the program for a second semester. Priority registration allows mentors to enroll in their classes before the general student population so that they can create a schedule that accommodates **mandatory** staff and training meetings.
- While employed at Peer Connections, mentors are eligible to receive refunds for parking fees identical to those received by the tutors. Due to changes in the way the mentor program is funded, this discount is not available directly from Parking Services. Mentors may purchase a parking permit and then speak with the Director and Administrative Coordinator to receive refunds on their next paycheck.

Compensation:

Peer Mentors receive a salary of \$13.50-\$14.50/hour based on experience.

Application Process

Applications are available at: <http://peerconnections.sjsu.edu/employment/>

Applications are due March 31st at 11:59pm.

Questions about the Peer Mentor position or the application process should be directed to:

- Deanna Peck, Peer Connections Director
- 408-924-2181
- Deanna.Peck@sjsu.edu