Peer Connections
San José State University
Peer Mentor Graduate Assistant

The Peer Mentor Graduate Assistant 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 field of study.

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 and Assistant Director 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
• Support and participate in Peer Connections student staff training, meetings, and outreach activities
• Aid with developing and implementing mentor-related projects and outreach efforts
• Assist in the collecting and arranging of data, developing source materials, and preparing reports to enhance the mentoring program

Qualifications:
• Must be a current San José State University Graduate Student
• 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

Preferred Qualifications:
• Graduate student (cumulative 3.0 grade point average or higher) in counseling, psychology, or education programs preferred
• Previous experience in designing and facilitating workshops/trainings is preferred

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:
Pauline Le, Peer Connections, One Washington Square, San José, CA 95192-0198 or
Pauline.Le@sjsu.edu – 408-924-2534. 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.