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 semesters prior to submitting an application.
- Must be enrolled in at least 6 units as an undergraduate or at least 4 units as a graduate student.
- Juniors and seniors with SJSU experience are preferred.
- 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.
- Possess self-motivation, a willingness to accept supervision and constructive feedback, and the ability to implement recommendations for improvement as directed.
- Have declared a major and be making good progress towards earning the degree.
- Must be available to attend Peer Connections training on January 20-21, 2015 prior to the beginning of school.
- Must attend weekly training meetings on Fridays from 10:00-Noon for the first semester of employment and supervision meetings on 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 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 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 the classroom and outside of the classroom (i.e. mentoring appointments, e-mails, workshops, review sessions, social events, etc.).
2. Attend the designated class as assigned (1-2 times a week).
3. Meet with the class instructor at least once a month.
4. Meet with assigned/drop-in students to work on time management, study strategies, campus resources, and transitional issues.
5. Assist students to become familiar with the university’s resources; advise and refer students to suitable university resources when appropriate.
6. Maintain student e-mail list or Canvas and provide information and resources to students.
7. Develop and facilitate workshops as needed.
8. Provide mentoring services in designated Peer Connections areas, based on the guidelines, policies, and procedures in this reference manual.
9. Use effective CRLA-certified mentoring methods, strategies, and “best practices” taught in Levels I and II training when working with mentees.
10. Arrive to and finish scheduled work sessions on time.
11. Follow the initial work schedule for the entire semester, unless otherwise approved by your supervisor.
12. Adhere to the written policies and procedures of Peer Connections, and be familiar with the Peer Connections staff and their respective responsibilities and services.
13. Complete all administrative tasks **correctly and on time**, such as GradesFirst Tutor Reports and assessments, “No Show” Reports, and PeopleSoft/mySJSU records.
14. Work as a productive and collaborative member of the Peer Connections team.
15. Respond appropriately to constructive feedback and supervision from your supervisor.
16. Finish CRLA Levels I and II training prior to completing 3 semesters with Peer Connections, unless otherwise approved by your supervisor.

17. Attend all scheduled staff and training meetings (unless excused by your supervisor) and participate by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and initiating discussions on current topics or scenarios.

18. Be familiar with Peer Connections policies, procedures, and forms, which include (but are not limited to) the Code of Ethics, sign in/sign out procedures, tutor requests, e-mail, use of name tags and name cards, Canvas and GradesFirst procedures, and payroll submissions.

19. Educate the SJSU community about Peer Connections by making faculty contacts and/or class announcements and distributing brochures and bookmarks.

20. Discuss any concerns or suggestions regarding the program with your supervisor.

21. Complete other assigned duties in compliance with the United Auto Workers (UAW) 4123 (Unit 11) contract.

Employment Information

- The Peer Mentor position is merit-based; 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.

- We highly recommend that mentors not work more than 20 hours of employment responsibility per week.

- Mentors are paid for their scheduled work and for attending staff meetings and training sessions.

- The Assistant Director determines the number of hours per week that mentors are scheduled to work based upon need, availability, and skill. Mentors are scheduled to work between 6 and 20 hours per week. (Exceptions to the minimum number of hours are granted only by the Assistant Director).

- Mentors must maintain an SJSU GPA of 3.0 each semester. You are always encouraged to speak with your supervisor as soon as you feel you are having a difficult time managing your class(es), work, or life - do not wait until the end of the semester. We are here for you just as you are here for our students. If you do not maintain a semester 3.0 GPA, you are responsible for arranging a meeting with your supervisor as soon as you receive your grades to discuss your eligibility to stay in the program.

If, at any time during your employment with Peer Connections, you have two semesters where your SJSU GPA is below a 3.0 (whether they are consecutive or not), or if your SJSU cumulative GPA falls below a 3.0, you will not be re-hired. You may choose to re-apply for a position once your semester and cumulative SJSU GPA are above 3.0.

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 they can arrange their class schedules in order to attend mandatory staff and training meetings.
While employed at Peer Connections, mentors are eligible to receive reduced parking fees through SJSU Parking Services.

Compensation:

Peer Mentors receive a salary of $11.50-$13/hour based on experience. Peer Mentors must be available to commit to 6-15 hours per week. (The average time commitment is 9 hours per week.)

Application Process

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

Applications are due November 30th 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