EOP Mentor (NSM/ICIW) Job Description

PROGRAM OVERVIEW
The New Student Mentor (NSM) and I Can, I Will (ICIW) Mentor Programs are First-Year Experience programs focused on easing the transition of incoming EOP freshman and transfer students to SJSU. Participants are empowered through meticulously designed biweekly meetings with trained peer mentors who provide motivation, accountability, and a process for engagement with campus.

Upon successful completion of the program, as a peer mentor, you will have:
● Demonstrated increased professionalism and leadership skills focused on administration, problem solving, and critical thinking and decision making
● Strengthened your communication skills (written & interpersonal), public speaking skills, organizational skills, and other transferable skills related to future pursuits & goals
● Participated in professional development workshops facilitated by SJSU professors and staff
● Gain a better sense of the “next steps” in your career or educational path
● Eligibility for one letter of recommendation from your direct supervisor (at the end of your contract)

Additionally, select peer mentors may be eligible to attend a professional development conference. Participation will include: airfare, hotel room, meals, and conference registration (costs covered by Transition and Retention Services).

Contract period
Peer mentors are hired for the academic year; however, they are evaluated at the end of the Fall semester and if they receive a satisfactory evaluation, will continue employment in the Spring.

PEER MENTOR RESPONSIBILITIES
Peer mentors are compensated $15.00 per hour and responsibilities vary between 10-20 hours per week.
In order to be paid the monthly stipend you must:
● Maintain consistent interaction with up to 30 mentees
● Meet every other week with mentees throughout the semester
● Manage at least one programming event per month (this includes planning, advertising, and overall execution)
● Attend various 90 minute trainings in Spring 2019; Mentor staff meetings during academic year on Fridays at 10am-12pm
● Complete required readings and engage in dialogue regarding content during bi-weekly staff meetings
● Present a reflective essay at the Peer Mentor Appreciation Brunch detailing your experience as a peer mentor and the development gained through your participation in the program
● Produce a portfolio that demonstrates your skill development as a peer mentor by the Spring 2020 End of the Year Mentor Appreciation Banquet (May 2020)
● Attend supervisor designated professional development workshops during the academic year
● Complete other duties as assigned

To be considered for the peer mentor position, candidates must be able to perform the following duties and be available on the following dates (these are non-negotiable):
● Week of February 25th – Position Individual Interviews (by invitation only)
● Attend and participate in Spring Training Meetings (TBA)
● Thursday, August 15th, 2019, 9:00 am - 4:00 pm (Fall Training)
● Friday, August 16th, 2019, 9:00 am - 4:00 pm (Fall Training)

REQUIREMENTS
Mentors must:
● Be in at least their second year of attendance at SJSU; Transfer students are encouraged to apply
● Have a minimum 2.75 SJSU GPA (both semester and cumulative) for undergraduates; 3.00 SJSU GPA (both semester and cumulative) for graduate students
● Be able to provide up to 20 hours of availability per week (between 9am-7pm, Monday – Friday)
● Be open and willing to work with students of any race, sexual orientation, religion, ability, background, and/or demographics
● Be in good judicial standing at SJSU (verified through the Office of Student Conduct & Ethical Development)
● Have an appreciation for students transitioning into a new environment at SJSU
● Attend ALL bi-weekly staff meetings (no more than one absence per semester)
● Attend and actively participate in ALL peer mentor trainings
● Be responsive to all work related communication in a timely manner (within 48 business hours)
● Submit hours (on time) at the end of every pay period