### Job Title:
- **EOP Mentor (NSM/ICIW) Student Assistant**

### Department/Group:
- Educational Opportunity Program/San José State University

### Compensation:
Peer mentors are compensated $15.25 per hour and responsibilities vary between 10-15 hours per week.

### Employment 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.

### Job Description
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 freshmen 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.

### 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 SJUS GPA (both semester and cumulative) for undergraduates; 3.00 SJUS GPA (both semester and cumulative) for graduate students
- Be able to provide up to 10-15 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 SJUS (verified through the Office of Student Conduct & Ethical Development)
- Have an appreciation for students transitioning into a new environment at SJUS

To be considered for the Mentor position, candidates must be able to perform the following duties and be available on the following dates (these are non-negotiable):
- Individual Interviews (by invitation only) - February 19-21, 2020
- Attend and participate in Fall Training (TBA)

### RESPONSIBILITIES:
- Maintain consistent interaction with up to 25 mentees (may vary per semester)
- Meet every other week with mentees throughout the semester
- Assist and guide students who have been selected to participate in the NSM/ICIW program. This includes tracking, note-taking and referrals to EOP advisors.
- Provide skills that will support students in and out of the classroom; such as navigating SJUS, goal setting, time management, finding motivation
- Inform students about the SJUS and EOP resources that are available to them.
- Attend ALL bi-weekly (date may vary on student/staff availability) staff meetings (no more than one absence per semester)
- Attend and actively participate in ALL 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
- Complete other duties as assigned