



## Educational Opportunity Program Mentor (ICIW) Job Description

### PROGRAM OVERVIEW

The I Can, I Will (ICIW) Mentor Programs is a First-Year Experience program focused on increasing the retention and graduation rates of African-American and Latino males in EOP at SJSU. Participants are empowered through meticulously designed bi-weekly meetings with trained peer mentors who provide motivation, accountability, assistance in developing a "road map to college," and a sense of community.

### CONTRACT DETAILS

Peer mentors are hired for the academic year. Peer mentors are evaluated at the end of the Fall 2021 semester and if they receive a satisfactory evaluation, will continue employment in the Spring 2022.

- Peer mentors are compensated \$15.40 per hour.
- Responsibilities vary between 10-15 hours per week while programs are in session.

#### The 2021/2022 work periods include:

- Fall 2021 - late August through November
- Spring 2022 - late January through April

### RESPONSIBILITIES

- Mentor and guide students who have been selected to participate in the ICIW program. This includes tracking meetings, note-taking, and referrals to EOP Transition Support Programs Coordinator
- Maintain consistent communication and interaction with 10-25 mentees (may vary per semester) throughout the semester
- Schedule and maintain bi-weekly meetings with mentees throughout each semester
- Provide guidance to mentees beyond the classroom; such as navigating SJSU, goal setting, time management, fostering motivation and accountability
- Inform mentees about the SJSU and EOP resources that are available to them
- Attend ALL ICIW sponsored events
- Attend ALL bi-weekly (dates may vary on student/staff availability) staff meetings (no more than one absence per semester).
- Attend and actively participate in ALL mentor training
- Be responsive to all work related communication in a timely manner (within 48 business hours)
- Maintain professional student assistant behavior, positive and exemplary representation of EOP as well as SJSU student conduct
- Submit hours (on time) at the end of every pay period
- Complete other duties as assigned

### MENTOR REQUIREMENTS

- 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 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 SJSU (verified through the Office of Student Conduct & Ethical Development)
- Have an appreciation for students transitioning into a new environment at SJSU

**To be considered for the Mentor position, candidates must be able to perform the above listed duties and be available on the following dates (these are non-negotiable):**

- Individual Interviews (*by invitation only*) - February 15-19, 2021
- Attend and participate in *Mentor Training* (TBA Late August 2021)