

PROGRAM OVERVIEW

The New Student Mentor (NSM) Program is a First-Year Experience Programs focused on easing the transition of incoming first-year and transfer students to EOP at SJSU. Participants are empowered through meticulously designed bi-weekly meetings with trained peer mentors who provide motivation, accountability, and a process for engagement with campus.

CONTRACT DETAILS

Peer mentors are hired for academic year, Fall 2022-Spring 2023. Peer mentors are evaluated at the end of the Fall semester and if they receive a satisfactory evaluation, will continue employment in the Spring. Peer mentors are compensated \$16.20 per hour and responsibilities vary between 10-15 hours per week while programs are in session. The 2022/2023 work periods include:

- Fall 2022 - late August through November
- Spring 2023 - late January through April

RESPONSIBILITIES

- Mentor and guide students who have been selected to participate in the NSM program. This includes tracking meetings, detailed note-taking, and making referrals to EOP Transition Support Programs Coordinator
- Maintain consistent communication and interaction with 15-25 mentees (may vary per semester) each 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 SJSU and EOP services, resources, and other programs available to students
- Attend ALL bi-weekly staff meetings (dates may vary on student/staff availability, no more than 1 absence/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) during the pay period
- Complete other duties as assigned

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, gender/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
- Have consistent and reliable WIFI/internet access

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**) – August 9-12, 2022
- Attend and participate in a **mandatory Mentor Training** – Monday, August 15 and Tuesday, August 16, 2022