



## Educational Opportunity Program Mentor (SB/NSM) Job Description

### PROGRAM OVERVIEW

The Summer Bridge (SB) and New Student Mentor (NSM) Program are First-Year Experience Programs focused on easing the transition of incoming first-year frosh 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 the four-week Summer Bridge program in June 2021 and continue on into 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:

- Summer Bridge 2021: May through June
- 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 SB/NSM programs. This includes tracking meetings, detailed note-taking, and making referrals to EOP Transition Support Programs Coordinator
- Maintain consistent communication and interaction with 10-25 mentees (varies 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 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 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: May 2021 (tentative)