

## 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 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 July and August and continue on into the academic year. 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:

- Summer Bridge 2022 - July 18 through August 12
- 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 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 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

**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*) - April 25-29, 2022
- Attend and participate in a *mandatory Mentor Trainings* - May 6, and August 15, 2022