

## **PROGRAM OVERVIEW**

EOP's mentoring programs, New Student Mentor (NSM) and I Can/I Will (ICIW), are focused on easing the transition of incoming first-year 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.

ICIW is a First-Year Experience Program focused on increasing the retention and graduation rates of African-American and Latino males and NSM is a First-Year Experience program focused on easing the transition of incoming Frosh.

## **CONTRACT DETAILS**

Peer mentors are hired on a semester basis. There are openings for the Spring 2023 semester. Peer mentors are evaluated at the end of the semester and if they receive a satisfactory evaluation, will continue employment in the fall. Peer mentors are compensated **\$17.00 per hour (effective 1/1/2023)** and responsibilities vary between **10-15 hours per week** while programs are in session. The spring work period includes:

- January 2023: required participation in mentor training (tentative dates January 17 - 31 with final dates/times TBA)
- February - May 2023: employment period

## **RESPONSIBILITIES**

- Mentor and guide students who have been selected to participate in the NSM or ICIW program; including tracking meetings, detailed note-taking, and making referrals to EOP Interim Director.
- 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, and 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 COMPLETE THE FOLLOWING:**

- Submit the EOP Mentor Job Application and resume by January 6, 2023, 11:59pm
- Be available for interviews (by invitation only) January 9-13, 2023
- Attend and participate in mandatory Mentor training mid-late January 2023 (dates TBA)