SJSU | EDUCATIONAL OPPORTUNITY PROGRAM

EOP Peer Mentor Job Description
Summer Bridge/New Student/I Can I Will

PROGRAM OVERVIEW

EOP Mentoring Programs are focused on easing the transition of incoming Frosh EOP students to SJSU. First Year Frosh are empowered through meticulously designed bi-weekly meetings with trained peer mentors who provide motivation, accountability and a process for engagement with campus, assistance in developing a "road map to college," and a sense of community.

EOP MENTORING PROGRAMS

- The First-year Experience programs, New Student Mentors (NSM) and I Can/I Will (ICIW), focus on supporting program participants through meticulously designed individual and group meetings with trained peer mentors who provide motivation, accountability, and a process for engagement with campus throughout their first year.
- Although both programs are similarly structured, the ICIW program focuses on increasing the retention and graduation rates of African-American and Latino males in EOP at SJSU by intentionally making connections on gender identity and cultural level, while building community through events and activities.
- The Summer Bridge (SB) Program is a new student transitional program is dedicated to easing the transition of incoming first-year students to EOP at SJSU. The four week intensive program provides students with mentoring, a common read, activities, and resources aimed at assisting students prepare for their first semester of college.

CONTRACT DETAILS

- EOP Peer Mentors are initially hired to support the four week Summer Bridge program in July and August, as EOP Summer Bridge Mentors, and continue on into the academic year.
- EOP Peer Mentors are evaluated at the end of the Fall semester and if they receive a satisfactory evaluation, will continue employment in the Spring semester.
- Peer mentors are compensated **$17.20 per hour** and responsibilities vary between **8-12 hours per week** while programs are in session.
- **<u>The 2023/2024 work periods include:</u>**
    - **Summer Bridge 2023** - mid June through mid August
    - **Fall 2023** - mid August through late November
    - **Spring 2023** - mid January through late April

RESPONSIBILITIES

- Mentor and guide students who have been selected to participate in the SB/NSM/ICIW programs. This includes tracking meetings, detailed note-taking, and making referrals to EOP Transition Support Programs Coordinator
- Maintain consistent communication and interaction with 16-25 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 8-12 hours of availability per week (between 9 am-7 pm, 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 through May 3, 2023
- Attend and participate in *a mandatory Mentor Trainings* - mid June, and the week of August 21, 2023