University Housing Services Peer Mentor Job Description

PROGRAM OVERVIEW
The University Housing Services mentor program at SJSU is dedicated to supporting and increasing the retention and graduation rates of students who live on-campus. Trained peer mentors provide motivation, a process for engagement with the campus, assistance in developing a “roadmap to college,” and support students’ academic success.

Upon successful completion of the program, as a peer mentor, you will have:
- Demonstrated increased professionalism and leadership skills focused on administration, problem solving, critical thinking, and decision making
- Strengthened your communication skills (written & interpersonal), public speaking skills, organizational skills, and other transferable skills related to future pursuits & goals
- Participated in professional development workshops facilitated by SJSU professors and staff
- Gained a better sense of the “next steps” in your career or educational path
- Eligibility for one letter of recommendation from your direct supervisor (at the end of your contract)

Additionally, select peer mentors may be eligible to attend a professional development conference. Participation will include: airfare, hotel room, meals, and conference registration (costs covered by Transition and Retention Services).

Contract period
Peer mentors are hired for the academic year; however, they are evaluated at the end of the Fall semester and if they receive a satisfactory evaluation, will continue employment in the Spring.

PEER MENTOR RESPONSIBILITIES
Peer mentors are compensated $11.50 per hour and responsibilities vary between 10-12 hours per week. In order to be paid the monthly amount you must:
- Maintain consistent availability for group mentoring/drop-in hours within University Housing Services
- Manage at least one academic programming event/workshop per month (this includes planning, advertising, and overall execution)
- Attend a bi-weekly Mentor staff meeting at a time designated by your supervisor
- Attend monthly Residential Life All Staff meetings on Wednesdays from 7pm – 10pm
- Complete required readings and engage in dialogue regarding content during bi-weekly staff meetings
- Present a reflective essay at the Peer Mentor Appreciation Brunch (December 2017) detailing your experience as a peer mentor and the development gained through your participation in the program
- Produce a portfolio that demonstrates your skill development as a peer mentor by the Spring 2018 End of the Year Mentor Appreciation Banquet (May 2018)
- Attend a supervisor designated professional development workshop during the academic year
- Create and participate in promotional videos and publications for the peer mentor programs
- Complete other duties as assigned

To be considered for the peer mentor position, candidates must be able to perform the following duties and be available on the following dates (these are non-negotiable):
- Tuesday, December 13th, 9:00 am - 12:00 pm – Group Process Interviews (by invitation only)
- Tuesday, December 13th, a 20-minute interview scheduled between the hours of 1:00 pm - 4:00 pm – Individual Interviews (by invitation only)
- Enroll in required 1-unit UNVS 95 Leadership Development course in Spring 2017 (Tuesdays; 4:30pm-5:45pm)
- Wednesday, August 16, 2017, 9:00 am - 4:00 pm (training)
- Thursday, August 17, 2017, 9:00 am - 4:00 pm (training)
- Friday, August 18, 2017, 9:00 am - 4:00 pm (training)
- Attend and participate in Leadership Through the Lens of Diversity, Social Justice, and Inclusion Training Friday, September 22, 2017; 12pm-4pm and Saturday, September 23, 2017; 10am-4pm
REQUIREMENTS
Mentors must:

- Be in at least their second year of attendance at SJSU; Graduate students are highly 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 12 hours of availability per week (between 9am - 10pm, Monday – Friday)
- Be open and willing to work with students of any race, sexual orientation, religion, ability, background, and/or other distinctive demographics
- Be in good conduct standing at SJSU (verified through the Office of Student Conduct & Ethical Development)
- Have an appreciation for student development
- Attend ALL bi-weekly staff meetings (no more than one excused absence per semester)
- Attend and actively participate in ALL peer mentor trainings
- Be responsive to all work related communication in a timely manner (within 48 business hours)
- Submit hours (on time) at the end of every pay period