

Department: **Academic Programs / University Studies**

Working Title: **Peer Mentor/Facilitator - ISA Level II**

Classification: **Instructional Student Assistant**

Number of Openings: **5**

Pay Rate: **\$17.25/hour**

Appointment: **Up to 20 hours per week**

Expected Dates of Employment: **August 15, 2022 - May 26, 2023**

Deadline to Apply: **August 5, 2022 through the academic year**

Requisition #: **AP_ISA_2223_2**

DUTIES OF THE POSITION

Peer Mentor/Facilitator leadership staff work to build community, troubleshoot standard Peer Mentor challenges, and act as a liaison between Peers, Faculty, and Professional Staff in First and Second-Year Transition Programs. In addition, Leadership staff members meet with each Peer for a one-on-one check in at least twice each semester. They serve as leads during trainings and staff meetings. Leadership staff members will also attend additional staff meetings and have one on ones with the Program Coordinator.

MINIMUM QUALIFICATIONS

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, complete research, or tutor for a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

HIRING CRITERIA

Completion of UNIV 238: Foundations of Leadership (B grade or better) is highly encouraged. Prior experience as a Peer Mentor/Facilitator and a cumulative GPA of 3.0 is required for this position. A successful candidate must have the ability to work with people from diverse cultural backgrounds. A successful candidate must have a demonstrated interest in and commitment to helping students succeed academically, socially, emotionally, and professionally. Able to serve as a knowledgeable and experienced guide and resource, a trusted ally and advocate, and a caring role model to mentees. Able to lead discussions, help refer to resources, and facilitate life skills development among peer mentors/facilitators. Possess excellent communication, leadership, organization, and multitasking skills. Must be detail-oriented, flexible, and dependable.

HOW TO APPLY

Email resume and cover letter to calderor@sonoma.edu or to request a link to a google application to submit documents.

HIRING NOTIFICATION

The hiring coordinator will email candidates with hiring decisions.
Academic Personnel

SUPERVISOR

Ricardo Calderon (Program Coordinator) and Jennifer Lillig (Associate Dean, Academic Programs)

OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

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