

Department: **Academic Programs / University Studies**

Working Title: **Peer Mentor or Peer Facilitator – ISA Level I**

Classification: **Instructional Student Assistant**

Number of Openings: **30**

Pay Rate: **\$17.00 – 17.50/hour**

Appointment: **Up to 10 hours per week**

Expected Dates of Employment: **August 12, 2024 – May 23, 2025**

Deadline to Apply: **February 4, 2024 (priority) or open until filled**

Requisition #: **AP_ISA_2425**

DUTIES OF THE POSITION

Peer Mentors serve to support and encourage First and Second-Year student success. A Peer Mentor within First & Second-Year Programs will develop an enduring, trusting relationship with students and help them: 1) with the transition from high school to college or from their first to second year at SSU, 2) develop effective study strategies and life skills to implement within and out of the classroom as students work toward individual academic and personal goals and 3) become more involved on campus by referring them to appropriate department workshop and/or campus resources. Peer mentors/facilitators are assigned to faculty who teach in either First-year learning courses or Second-year experience courses. They work closely with the faculty to plan for the semester and support the students throughout their first or second year. Through one-on-one at least twice a semester, Peer Mentors will be a knowledgeable guide for new students, a thoughtful facilitator who provides access to people and resources and ultimately a role model and advocate.

All Peer Mentors participate during all lectures and discussions of the course to deliver transition content into academic curriculum wherever possible. Peers Mentors must attend weekly staff meetings on Fridays 1-2:30 pm and hold weekly one-hour office hours. If hired as a Peer Mentor, there is a required training that will take place the week before the beginning of Fall semester.

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

Peer Mentors must have the ability to work with students 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 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 mentees. Possess excellent communication, leadership, organization, and multitasking skills. Must be detail oriented, flexible, and dependable.

HOW TO APPLY

Interest applicants may submit an application through Handshake – SSU’s job search board. Priority deadline to apply will be February 4, 2024 by 11:59 pm and the position will remain open until filled.

HIRING NOTIFICATION

The hiring coordinator will email candidates with hiring decisions by mid-March 2024.

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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