Department: University Studies / Academic Programs
Working Title: Peer Mentor or Peer Facilitator – Level II
Classification: Instructional Student Assistant
Number of Openings: 5
Pay Rate: $18.25/hour
Appointment: Up to 20 hours a week
Expected Dates of Employment: August 5, 2024 – May 23, 2025
Deadline to Apply: January 28, 2024 (priority) or open until filled

Requisition #: AP_ISA_2425_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 Mentor or Peer Facilitator 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
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
Interest applicants may apply through Handshake – SSU’s job posting board. Priority deadline to apply will be January 28, 2024 by 11:59 pm and open until filled.
HIRING NOTIFICATION

The hiring coordinator will email candidates with hiring decisions.

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.

SONOMA STATE UNIVERSITY
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609

updated 12/7/2023