

Exciting Student

Job Opportunity

at San Diego Miramar College



Become a First Year Experience Peer Mentor! Make \$11.32/hr!

Job Opportunity:

Position - First Year Experience Peer Mentor

First Year Experience Peer Mentor will assist counselors in providing support and mentoring to students. Peer Mentors are expected to have knowledge of the course catalog and applicants must be familiar with campus resources. Additionally, Peer Mentors provide faculty and staff with a student perspective. Accepting applications for current Fall and Spring semester mentors.

Peer Mentor Summary of Responsibilities:

- Devote approximately 15-20 hours a week to the job
- Facilitate group work and leadership development
- Provide support to freshmen students throughout the academic year
- Refer students to college services

Peer Mentor Minimum Qualifications:

- Minimum cumulative college GPA of 3.0 and must have completed a total of 30 units toward a degree/transfer
- Must be full-time student during the academic year at your current institution
- Must be able to work a minimum of 3-hour blocks
- Excellent communication skills
- Cultural Sensitivity

How To Apply:

Online applications available at sdmiramar.edu/students/joboffice. Paper applications are available in the Outreach Office in K2-101, Student Resource & Welcome Center or the Counseling Office K-203.

All applications should be turned in to the Outreach Office K2-101 or Counseling Office K-203.

Contact:

Sonny Nguyen, Outreach Coordinator
tvnguyen@sdccd.edu

Or Call 858.536.7367 / 619.388.7357
San Diego Miramar College
Outreach Office K2-101
www.sdmiramar.edu/newstudents

2014-2015 First Year Success Peer Mentor

Job Description:

First Year Experience Peer Mentors will assist counselors in providing support and mentorship to students. Peer Mentors are expected to have knowledge of the course catalog and applicants must be familiar with campus resources. As a role model, mentors help, teach, motivated, and inform mentees on how to be above average students. Additionally, Peer Mentors provide faculty and staff with a student perspective.



Peer Mentor responsibilities to new students

- Participate in Jets Jump Start
- Serve as a group leader for a student group
- Answer questions about FYE and the college campus
- Provide support to mentees throughout the academic year
- Serve as a peer support during registration
- Help students make connections at Miramar that support their interests and needs
- Plan group activities for students in the FYE group to which he/she is assigned
- Meet individually or in small groups with mentees for study sessions
- Introduce students to college services
- Introduce students to college activities, clubs and organizations
- Help students understand the academic and social demands of college life
- Provide students with assistance with time management
- Guide students with effective ways to communicate with faculty and advisors
- Help students develop a sense of community
- Additional duties as assigned

Required time commitments

- Participation in training during the Summer and throughout the year
- Assist in preparation for and during Jets Jump Start New Student Orientation
- Devote approximately 15 - 20 hours a week to the mentor role
- Attend scheduled meetings with appropriate staff and supervisors
- Meet with the college counselor(s) to determine faculty expectations related to students
- Complete mentor logs that document activities

Peer Mentor Qualifications

- Minimum cumulative GPA of 3.0
- Full-time degree seeking student. Part time students may be considered under special circumstances
- Excellent communication skills English and Speech or related majors desired
- Excellent computational skills Math, Engineering or related STEM major desired
- Excellent interpersonal skills
- Minimum availability to work 3 hour time blocks
- Must have completed at least 30 units towards degree and expected to graduate and/or transfer
- Completed application and referral letters from a faculty and/or staff member at Miramar or your current school
- Cultural Sensitivity
- Flexibility

2014-2015 First Year Success Peer Mentor

Fill out the application & submit as soon as possible to the Outreach Office in K2-101 and/or Counseling Office in K-203. Open to current full time college and university students.

PEER MENTOR APPLICATION

Personal Data

Name: _____ Date: _____

Student ID# _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Education Record

Undergraduate Major: _____

Minors or Specialization (if any) _____

Undergraduate Cumulative G.P.A. _____

Degree Goal and Anticipated Graduation Date _____

Work Experience: *List any work experience relevant to the Peer Mentor position.*

Position Company/Organization Dates

Extra-Curricular Activities: *(i.e. Fraternity/Sorority, Organizations, Clubs, Honor societies, etc.)* Group Name, Position(s) Held

2014-2015 First Year Success Peer Mentor

Additional Documents Required: Attach to this application, a current resume, your upcoming class schedule for the semester, copy of your transcripts, and Letters of Reference.

References: (*please submit a letter of reference from a faculty and/or staff member at Miramar or current College and attach to the application.*)

Name	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____

Briefly answer the following questions:

1.) Why do you want to be a Peer Mentor/Advisor?

2.) What skills will you bring to the position?

For Any Questions Please Contact:

Sonny Nguyen
Outreach Coordinator
tvnguyen@sdccd.edu ~ 619-388-7357
sdmiramar.edu/newstudents
San Diego Miramar College
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