

# **JOB ANNOUNCEMENT:**

## **Student Success & Retention Services (SSRS)**

### **Peer Mentor Position**

#### **Job Description**

\* Work directly with the SSRS Peer Mentor Supervisor and with other students providing guidance, information, advice, and academic study group sessions related to the SSRS programs.

#### **Qualifications**

- \* Must be in active standing with a SSRS program (First Year Experience, Puente Project, Umoja) and have completed a full-year with one of our cohort programs
- \* Enrolled in at least 12 units at De Anza College throughout the school year
- \* Maintain a 2.5 or higher grade point average
- \* Willingness to assume leadership roles and strong interpersonal and communication skills
- \* Demonstrate commitment to the increased understanding of, and respect for diverse student groups (sexual orientation, cultural, gender, disability)
- \* Good communication skills
- \* Must be able to facilitate academic study group sessions in either English and/or Math (Must have a B+ average in courses)

#### **Job Responsibilities**

- \* Maintain access to the SSRS center by checking in students for drop-in advising, appointments, computer lab usage, etc. through the front desk.
- \* Perform various clerical and administrative duties related to program or function, such as compiling information from a variety of sources and communicate with other departments.
- \* Operate a computer, assigned software systems, and other office equipment, as necessary. This will include checking voicemails, emails, monitoring peer assignments log, and other databases/forms created for SSRS program.

- \* At least once a quarter, meet with assigned SSRS program participants as part of their SSRS participant agreement, develop academic and personal enrichment workshops, and plan a social activity or event for SSRS participants.
- \* Provide assistance with SSRS activities and events, including phone calls, emails, list-serv to advertise events, student sign-ups and follow-up with prospective students, as well as day of event duties: set-up, information tabling, and clean-up.
- \* Assist in developing current outreach materials, flyers, program newsletters, regular list-serve and website updates, including recruitment for Summer Bridge and SSRS programs
- \* Participate in outreach events and program activities to promote program and services with information tabling
- \* Attend weekly peer mentor meeting and ongoing trainings
- \* Assist SSRS staff, counselors, and peer with SSRS various projects and activities
- \* Facilitate academic study group sessions in the SSRS Center
- \* If selected, must attend mandatory Student Equity training Date TBD and one summer training (TBD).

### **How to Apply**

- \* Submit a resume with any educational courses or conferences, workshops, and trainings that may prepare you to mentor, lead, and/or advise students
- \* Submit an one-page statement of purpose stating the reasons why you would like to be a Peer mentor, your involvement with SSRS (through First Year Experience, Puente Project, Umoja), and one project/activity you would like to bring to SSRS if you were selected as a Peer Advisor.

- \* Please submit both your resume and statement of purpose via email:

Yolanda Johnson, Puente Counselor  
 Johnsonyolanda@deanza.edu by June 5, 2018 by  
 5:00pm. (Please do not submit documents in Google  
 Docs.)

- \* Work-Study Students are encouraged to apply.
- \* If selected, you will be contacted no later than June 15th by phone call or email.