

Los Angeles Pierce College – Peer to Peer Mentor Program

Peer Mentor Position Description & Responsibilities

Job Description

Peer Mentors are essential student staff members of the Peer to Peer Mentor Program team who work together to support Los Angeles Pierce College students in their transition to college life through mentoring and participation in college events. Peer Mentors assist in upholding the mission of the Peer to Peer Mentor Program: to support the transition of students into LA Pierce College by providing support, information, and guidance to increase student success academically, socially, and emotionally.

Qualifications

For consideration, candidates MUST possess the following qualifications:

- Be currently enrolled full-time student at Los Angeles Pierce College, with an intent to register in a minimum of 12 units for the Fall 2022 & Spring 2023 semester
- Have a minimum of a 2.2 cumulative GPA and be in good disciplinary standing
- Be available to work between 10 – 12 hours a week
- Strong interpersonal skills and ability to work with diverse individuals
- Knowledge of Los Angeles Pierce College: programs, resources, and services
- Strong ability to use technology for communicating with staff and mentees (Zoom, Cranium Café, and Microsoft Outlook, and other programs)
- Must be available to work Summer 2022 Session A and Session B (Online & In-Person)
- Must be available to attend training scheduled to occur between June 14, 2022 – July 30, 2022 (Exact schedule to be determined)
- Must be available to work during Summer session transition programs if needed
- Must be available to attend weekly Zoom staff meetings on Fridays from 12:00pm – 1:30pm

Responsibilities

Under the direction of the Peer to Peer Mentor Program lead, Peer Mentors will:

- Meet one on one with a specific caseload of mentees, including Pierce College Promise students and establish positive and supportive relationships with their mentees
- Attend assigned Summer transition programs as an embedded peer mentor for the first-year students in the class (if needed)
- Help mentees develop meaningful connections to campus and offer academic and social skills to help them reach their goals
- Conduct research or gather information for mentees
- Maintain an organized database for tracking mentee meetings and activities
- Assist in Los Angeles Pierce College campus events
- Attend Peer to Peer Mentor Program Friday morning staff meetings
- Other duties as assigned

Application Requirements

- Fill out the **online application attached to this document below**. Once completed, please send the application through email to: bahadas@piercecollege.edu
- Submit a resume with your application as a separate attachment

For any questions or concerns, email Sidra Bahadar at bahadas@piercecollege.edu or live chat with our staff on Cranium Café.

APPLICATION DEADLINE: Friday, March 4, 2022 by 11:00pm

Must be available for interviews between Monday, March 14, 2022 – Friday, April 1, 2022

Peer to Peer Mentor Program: Mentor Application

Office of Student Engagement

Pierce College

Important! Please Check the Appropriate Box Below

New Mentor
Returning Mentor

All applicants must fill out the application page and answer all questions completely.

Personal Information

First Name: _____ Last Name: _____

Do you have a SSN#? Yes No If not, are you a DACA recipient? Yes No

Current Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone/Cell: _____

Academic Information

Pierce Student ID: _____ Total Completed Units: _____

Major/Program of Study: _____

Cumulative GPA: _____ Previous Semester GPA: _____

Educational Goal: _____

Expected Graduation/Transfer Date from Pierce College: _____

Are you currently enrolled full time for Spring 2022? Yes No

Do you anticipate to enroll in at least 12 units for the Fall 2022 & Spring 2023 semester? Yes No

Questionnaire

Do you work at another department on campus? If so, which department and how many hours per week?

Will you be working off campus during the academic semester? If so, where and how many hours per week?

If you were a peer mentor, how would you introduce the mentor program in a classroom presentation?

Name one campus service you have used and explain how you benefited from the service.

What specific skills and talents will you bring to the Peer to Peer Mentor Program?

What would you like to gain from being a mentor?

By providing my signature on the line below I acknowledge that the information above is correct to the best of my knowledge. In addition, I recognize that I have read and understood all of the material enclosed within this application packet. Lastly I accept to carry out the Peer Mentor responsibilities to the best of my ability.

Signature _____ Date _____