



GAVILAN COLLEGE

Peer Mentor (Title V)

Posting Closing Date: Open Until Filled

**Pay Rate: Step 2 on the Student Worker Salary Schedule
(Currently \$17.00/hour, non-benefitted)**

Hours Per Week: 6 – 20

Multiple position available

Title: Peer Mentor

Department: Student Services

Location: Gavilan College Campus

Position Overview:

The ideal student will be Bilingual with the ability to work in a fast-paced environment and must have strong interpersonal, communication and customer services skills. This position is responsible for helping Gavilan's diverse population of students apply, enroll, submit financial aid documents, make counseling appointments, and connect to categorical programs therefore attention to detail and a high level of responsibility is essential. Candidate must work well with students, staff, and faculty, as well as in a team environment or independently.

Duties and Responsibilities:

- Provide one-on-one peer support through face-to-face, text, or email.
- Contact students from each Career and Academic pathway to connect with resources as needed.
- Accurately track data and maintain detailed case notes weekly and review with supervisor for feedback and direction to best support the student and Peer Mentor.
- Assist students with applications for admissions, financial aid online applications and documents
- Participate in training to increase awareness of basic needs and other support programs.
- Engage with high school students, families and the community through enrollment events, open houses, outreach events and the welcome center.
- Additional duties include referring students to academic and support services, admissions and records, financial aid, mental health services, and other student facing departments on and off campus.
- All Peer Mentors are cross trained to work in person services, Zoom, and all campus required events per their schedule.



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Distinguishing Characteristics:

- Dependable and punctual
- Exhibits a level of professionalism
- Maintain work area clean and organized
- Ability to work with diverse populations
- Effective communication skills
- Ability to work one-on-one or in a group setting
- Ability to display a level of empathy in different situations
- Must have reliable transportation to travel to off campus sites for work.
- Bilingual

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Conditions of Employment:

- Enrolled at Gavilan College in a minimum of 6 units during the semester of employment
- Maintain the minimum 6 units of credit at Gavilan College during the semesters of employment
- Maintain Satisfactory Academic Progress (SAP) at a pace of 67% (cumulative & semester) and overall GPA of 2.0 at Gavilan College
- Complete PSYC/GUID 52 Peer Mentoring or GUID 28 Tutoring Techniques before the start of their second semester of work
- Bilingual, an assessment will be conducted

Duration and Compensation: This position will begin training in the Summer and be embedded into the position by Fall. The compensation will be Step 2 of the Student Worker Salary Schedule, which is currently \$17.00 per hour. The position will work between 6 and 20 hours a week, with a specific schedule to be determined as part of the hiring process and based on the student's class schedule.

Note: The duties mentioned are typical of those performed by employees in this job title and are intended to provide a general overview of the expectations and responsibilities of the position; however, additional tasks may be assigned, as necessary.

Physical Characteristics: The physical abilities involved in the performance of essential duties are: Vision to read and/or operate computer screens, texts, instructions, lab equipment, and related; speech and hearing for normal communication; manual dexterity to manipulate papers, and operate computer keyboards, standard office equipment, and specialized learning assistance equipment related to the area of assignment. Specified positions may require color vision. This work is performed primarily indoors in classroom and learning assistance center settings. The physical



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characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Procedure:

Please send a resume that includes your G#, unofficial transcript, and schedule availability to

Michele Castro mcastro@gavilan.edu (408) 852-2849

If you would like assistance with your resume, accessing College Central Network to apply for positions or to learn more about the LAEP student worker positions, please contact the Gavilan CAP (Career and Academic Pathway) Specialist Daisy Lopez-Jimenez, djimenez@gavilan.edu, 408-852-2897.

NON-DISCRIMINATION

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodation to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 or hr@gavilan.edu for assistance.