

PROGRAM OVERVIEW

The Summer Bridge (SB) and New Student Mentor (NSM) Programs are First-Year Experience Programs focused on easing the transition of incoming first-year and transfer students to EOP at SJSU. Participants are empowered through meticulously designed bi-weekly meetings with trained peer mentors who provide motivation, accountability, assistance in developing a "road map to college," and a sense of community.

CONTRACT DETAILS

Peer mentors are hired to support our Summer Bridge program during the summer and continue on into the academic year. Peer mentors are evaluated at the end of the Fall semester and if they receive a satisfactory evaluation, they will continue employment in the Spring. Peer mentors are compensated \$17.55 per hour and responsibilities vary between 8-12 hours per week while programs are in session. The 2024/2025 work periods include:

- Summer Bridge 2024 - late June through mid late August
- Fall 2024 - late August through end of November
- Spring 2025 - mid January through end of April

RESPONSIBILITIES

- Mentors will guide mentees who have been selected to participate in the SB/ICIW programs. This includes tracking meetings, detailed note-taking, and making referrals to EOP Transition Support Programs Coordinator
- Maintain consistent communication and interaction with 16-20 mentees (may vary per semester) each semester
- Schedule and maintain bi-weekly meetings with mentees throughout each semester
- Provide guidance to mentees beyond the classroom; such as navigating SJSU, goal setting, time management, fostering motivation and accountability
- Inform mentees about SJSU and EOP services, resources, and other programs available to students
- Attend ALL bi-weekly staff meetings (dates may vary on student/staff availability, no more than 1 absence/semester)
- Attend and actively participate in ALL mentor training
- Attend CSU/EOP Student conference
- Be responsive to all work related communication in a timely manner (within 48 business hours)
- Maintain professional student assistant behavior, positive and exemplary representation of EOP as well as SJSU student conduct
- Submit hours (on time) during the pay period
- Complete other duties as assigned

REQUIREMENTS

- Be in at least their second year of attendance at SJSU; Transfer students are encouraged to apply
- Have a minimum 2.7 SJSU GPA (both semester and cumulative) for undergraduates
- Be able to provide up to 8-12 hours of availability per week (between 8 am-7 pm, Monday – Friday)
- Be able to work with incoming First Generation Limited Income frosh students
- Be open and willing to work with students of any race, gender/sexual orientation, religion, ability, background, and/or demographics
- Be in good judicial standing at SJSU (verified through the Office of Student Conduct & Ethical Development)
- Have an appreciation for students transitioning into a new environment at SJSU

To be considered for the Mentor position, candidates must be able to perform the following duties and be available on the following dates (these are non-negotiable):

- Individual Interviews (*by invitation only*) - mid March to mid April
- Attend and participate in *EOP Mentor Institute- all mandatory Mentor Trainings* - mid April through early May
- Attend and participate in *all mandatory Mentor Trainings* - late June, and the week of August 12, 2024