



## Modesto Junior College

### Job Description: FYE Peer Mentor 2011-2012

#### Qualifications

- Minimum 12 units completed at MJC
- 2.7 cumulative grade point average at MJC
- Successful completion of English 101
- Good judicial standing
- Effective oral and written communication skills
- Be self-motivated
- Good time management skills and flexibility
- Ability to balance the roles of student and Peer Mentor
- High level of energy and enthusiasm in working with first year students
- Demonstrate leadership skills
- Ability to work well in groups

#### Duties

- ❖ Maintain consistent and frequent contact with FYE student participants
- ❖ Attend the COLSK 100 (Foundation of First Year College Success) course with designated student case-load section
- ❖ Mentor and serve as a role model to students in the COLSK 100 seminar caseload
- ❖ Under the direction of the FYE faculty, implement the co-curricular and activity components of the seminar
- ❖ Assist with the development and publication of the FYE newsletter
- ❖ Attend all training programs held in January and August which prepare Peer Mentors to fulfill their role
- ❖ Attend regular Peer Mentor meetings for on-going training
- ❖ Document interactions with each student in the assigned caseload
- ❖ Plan and implement FYE activities for students (ability to lift up to 25 lbs.)
- ❖ Participate in the selection and training of new Peer Mentors for the next academic year
- ❖ Assist with the data compilation and reporting efforts.

#### Responsibilities

1. Work 15-20 hours weekly
2. Commit to being a Peer Mentor for one academic year
3. Complete necessary paperwork (Time Sheets, Payroll Claims, Sign-In Sheets, etc.)
4. Make periodic announcements about FYE activities in the COLSK 100 seminar course
5. Maintain attendance data from Peer Mentor student meetings
6. Maintain confidentiality about matters such as class standards, grades, and student interactions.
7. Model appropriate professional attitudes and behaviors toward faculty, staff, and students.
8. Notify your supervisor and instructor in advance if you cannot attend class or a scheduled meeting
9. Maintain regular scheduled work hours

For more information contact Elizabeth David at [davide@mjc.edu](mailto:davide@mjc.edu) or (209) 575-7790



**Modesto Junior College  
FYE Peer Mentor Application  
2011-2012 Academic Year**

Name (Print): \_\_\_\_\_  
Last
First
MI

Address: \_\_\_\_\_  
Street Address
City
State
ZIP

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ School ID Number \_\_\_\_\_

Major: \_\_\_\_\_ e-mail address \_\_\_\_\_

This is my \_\_\_\_\_ semester at MJC Anticipated transfer/graduation date \_\_\_\_\_

Indicate the number of units you will be enrolled in during Fall Semester 2011 \_\_\_\_\_

Mark an "X" at the times you will **not** be available during Fall Semester 2011.

Time	Mon	Tues	Wed	Thur	Fri
8:00 –					
8:30 –					
9:00 –					
9:30 –					
10:00 –					
10:30 –					
11:30 –					
12:00 –					
12:30 –					
1:00 –					
1:30 –					
2:00 –					
2:30 –					
3:00 –					
3:30 –					
4:00 –					
4:30 –					
5:30 –					
6:00 –					
6:30 –					
7:00 –					

Describe your anticipated involvement during Fall2011/Spring 2012 Semesters in clubs, organizations, part-time employment.

\_\_\_\_\_  
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