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**Mentor/Student Assistant Job Description**

**Duties:**

* Maintain consistent and frequent contact with TRIO SSS student participants
* Mentor and serve as a role model to students in the TRIO SSS program
* Under the direction of the TRIO SSS staff, implement the assigned activities
* Assist with the development and publication of the program newsletter and highlights
* Deliver informational presentations to participants
* Attend all training programs (January and August) which prepare Peer Mentors to fulfill their role
* Attend regular Peer Mentor meetings for on-going training
* Record and document interactions with each student
* Plan and implement TRIO SSS activities for students (ability to lift up to 25 lbs.)
* Assist with the data compilation and reporting efforts
* Other duties as assigned

**Responsibilities:**

* Work approximately 10 hours weekly
* Commit to being a Peer Mentor for one academic year
* Complete necessary paperwork (Time/activities Sheets, Payroll Claims, etc.)
* Make periodic announcements about activities
* Maintain attendance data
* Maintain confidentiality about matters such as class standards, grades, and student interactions
* Model appropriate professional attitudes and behaviors toward faculty, staff, and students
* Notify your supervisor in advance if you cannot attend a scheduled meeting
* Maintain regular scheduled work hours

**Qualifications:**

* Successfully completed a minimum of 12 units at MJC
* 2.5 cumulative grade point average at MJC
* Successful completion of English 101 & Math 101
* Effective oral and written communication skills
* Be self-motivated
* Good time management skills and flexibility
* Ability to balance the roles of Student Assistant and Peer Mentor
* High level of energy and enthusiasm in working with students
* Demonstrate leadership skills
* Ability to work well in groups
* Successfully complete at least one semester of participation with the TRIO SSS program

**Schedule:** Flexible hours according to student’s availability

**Salary:** $14 per hour (Federal Work Study students will have preference)

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**Mail application and resume to the TRIO Student Support Services Office in Morris Memorial 107 or email to** **fredericksenc@mjc.edu****.**

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**Mentor/Student Assistant Agreement Form**

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SKILLS (PLEASE CIRCLE ANY AREAS OF SPECIALTY OR EXPERIENCE THAT MAY APPLY):**

* Windows
* Microsoft Word
* PowerPoint
* Excel
* Publisher
* Access
* Computer Graphics
* Bilingual - Language(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Copier/Fax
* Customer Service
* Typing \_\_\_\_\_\_wpm
* Self-Motivated
* Presentation Skills
* Dependable
* Reliable
* Fast Learner
* Work Independently
* Team Player
* Detail Oriented
* Flexible
* Data Entry
* Telephone Skills
* Creative Ability
* Licenses/Certificates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE:**

**Employer # 1 (Most Recent)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Employed From \_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe type of work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Past Employer # 2**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Employed From \_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe type of work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION:**

UNITS COMPLETED \_\_\_\_\_\_\_\_\_\_\_\_UNITS CURRENTLY ENROLLED \_\_\_\_\_\_\_\_\_\_\_ OVERALL G.P.A.\_\_\_\_\_\_\_\_\_\_\_\_\_

COLLEGE MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAREER GOAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPECTED MJC GRADUATION SEMESTER & YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACHIEVEMENTS / AWARDS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ADDITIONAL RELATED EXPERIENCE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Mentor/Student Assistant Availability Form**

Spring \_\_\_\_ Fall \_\_\_\_ Summer \_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@student.yosemite.edu

How many units do you intend to enroll in for the semester you are applying for? ­­\_\_\_\_\_\_\_\_\_\_

**Mark an “X” at the times that you will be able to work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **8:00 – 8:30** |  |  |  |  |  |
| **8:30 – 9:00** |  |  |  |  |  |
| **9:00 – 9:30** |  |  |  |  |  |
| **9:30 – 10:00** |  |  |  |  |  |
| **10:00 – 10:30** |  |  |  |  |  |
| **10:30 – 11:00** |  |  |  |  |  |
| **11:00 – 11:30** |  |  |  |  |  |
| **11:30 – 12:00** |  |  |  |  |  |
| **12:00 – 12:30** |  |  |  |  |  |
| **12:30 – 1:00** |  |  |  |  |  |
| **1:00 – 1:30** |  |  |  |  |  |
| **1:30 – 2:00** |  |  |  |  |  |
| **2:00 – 2:30** |  |  |  |  |  |
| **2:30 – 3:00** |  |  |  |  |  |
| **3:00 – 3:30** |  |  |  |  |  |
| **3:30 – 4:00** |  |  |  |  |  |
| **4:00 – 4:30** |  |  |  |  |  |
| **4:30 – 5:00** |  |  |  |  |  |

**For Office Use Only**

**Units Enrolled this semester: \_\_\_\_\_\_\_\_\_ GPA Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Invite for Interview: YES NO Interview Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hire: YES NO Hold Application for Next Semester: YES NO**

**Units Enrolled this semester: \_\_\_\_\_\_\_\_\_ GPA Checked by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Invite for Interview: YES NO Interview Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hire: YES NO Hold Application for Next Semester: YES NO**