

Mentor/Student Assistant Job Description

Duties:

- Under the direction of the TRIO SSS staff, implement the assigned activities
- Maintain consistent and frequent contact with TRIO SSS student participants
- Mentor and serve as a role model to students in the TRIO SSS program
- Assist with the development and publication of the program newsletter and highlights
- Deliver informational presentations to participants
- Attend all training programs to help prepare Peer Mentors
- Attend regular Peer Mentor meetings and Staff Meetings
- 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 10-15 hours weekly (*depending on budget and availability schedules*)
- Commit to being a Peer Mentor for the academic year (*Fall, Spring and may include Summer*)
- 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
- Effective oral and written communication skills
- Be self-motivated
- Good time management skills and flexibility
- 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 class schedule availability

Salary: \$15 per hour (*Federal Work Study students may have preference due to budget constraints*)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.



Mentor/Student Assistant Application

FULL NAME _____ W# _____

STUDENT EMAIL: _____@my.yosemite.edu_____ CELL/PHONE: (_____) _____

EMERGENCY CONTACT NAME: _____ PHONE: (_____) _____

RELATIONSHIP: _____

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Windows | <input type="checkbox"/> Social Media | <input type="checkbox"/> Work Independently |
| <input type="checkbox"/> Microsoft Word | Apps/Skills: _____ | <input type="checkbox"/> Team Player |
| <input type="checkbox"/> PowerPoint | _____ | <input type="checkbox"/> Detail Oriented |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Organization Skills |
| <input type="checkbox"/> Publisher | <input type="checkbox"/> Able to multi-task | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Access | <input type="checkbox"/> Self-Motivated | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Computer Graphics | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Telephone Skills |
| <input type="checkbox"/> Bilingual - Language(s) | <input type="checkbox"/> Dependable | <input type="checkbox"/> Creative Ability |
| _____ | <input type="checkbox"/> Reliable | <input type="checkbox"/> Licenses/Certificates |
| _____ | <input type="checkbox"/> Fast Learner | _____ |

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:

COLLEGE UNITS COMPLETED _____ UNITS CURRENTLY ENROLLED _____ OVERALL GPA _____

COLLEGE MAJOR: _____ CAREER GOAL: _____

EXPECTED MJC GRADUATION SEMESTER & YEAR _____

ACHIEVEMENTS / AWARDS _____

ADDITIONAL RELATED EXPERIENCE: _____

Submit application and resume: MJC TRIO Student Support Services Office
Located: Morris Memorial Building 107, 435 College Avenue, Modesto, CA 95351
Email: fredericksenc@mjc.edu





Peer Mentor/Student Assistant Availability Schedule

Fall _____

Spring _____

Summer _____

Name _____

W# _____

Cell # _____ School E-mail: _____@my.yosemite.edu

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

Mark an "X" at the times you are available 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					

Note: Work schedule hours may be subject to change; some hours may also be during the weekend.

Peer Mentor/Student Assistant position is subject to budget consideration and approval.

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