

POSITION: Peer Mentor

JOB NUMBER: SA-5157

Three temporary hourly-intermittent positions available on or after June 5, 2019 and ending on or before August 29, 2019 for the Student Success Center. Possibility of rehire based on performance, department needs, and budget.

DUTIES: This position will perform duties to include, but not limited to:

- Offer Peer-to Peer support to students on the Business Administration major and assist with their adjustment to the University, academic environment and the College of Business Administration.
- Foster an atmosphere of academic excellence through peer mentor sessions, various other programs, and leading by example.
- Assess students' needs and determine appropriate action, which may include direct advice and/or referrals in areas in campus.
- Assist with planning and executing Student Success Center events, (i.e. Meet the Firms Night, New Student Orientation, workshops and informational sessions.
- Assist with Student Success Center's social media, website and marketing, including creating flyers.
- Assist with general office duties included but not limited to answering emails and telephone calls, filing student documents, assisting with appointments and event registration. Perform all other duties or projects as assigned.

QUALIFICATIONS:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Policies (see <https://www.csustan.edu/hr/student-employment>).
- Must be a Business Administration Major. Sophomore and Junior standing preferred.
- Demonstrates cumulative 2.5 GPA or higher (student must maintain a minimum cumulative GPA of 2.5).
- Demonstrates ability to work weekdays (M-F) between the hours of 8:00a.m.-5:00p.m., minimum 10 hours a week availability.
- Demonstrates ability to attend summer trainings in June and monthly meetings during the school year.
- Demonstrates ability to attend or assist with Meet the Firms Night (fall and spring) & New Student Orientations (June and July).
- Demonstrates knowledge of University departments and resources.
- Demonstrates proficiency with Microsoft Office Suite.
- Demonstrates experience in marketing and social media.
- Demonstrates leadership and excellent interpersonal skills.
- Demonstrates exceptional written and verbal communication skills.
- Demonstrates strong leadership, self-motivation, problem-solving, critical thinking and decision-making skills.
- It is preferred but not required that the incumbent demonstrates previous experience mentoring and/or tutoring.
- It is preferred but not required that the incumbent demonstrates working knowledge of Publisher and Canvas.
- It is preferred but not required that the incumbent demonstrates previous experience working in an office setting.

SALARY: \$12.00 per hour

APPLICATION DEADLINE: May 29, 2019

APPLICATION PROCEDURE: Qualified candidates must: 1) a completed Student Assistant Employment Application (download at <https://www.csustan.edu/hr/student-employment/job-opportunities>), 2) Résumé 3) Available Work Schedule and submit via email or in-person to:

Ms. Cari Rumayor
Student Success Center
DBH 217
One University Circle · Turlock, CA 95382
Phone: (209)667-3864
Email: ccrumayor@csustan.edu

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT [HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT](https://www.csustan.edu/annual-campus-security-report). THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572. THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.