**Department:** Educational Opportunity Program  
**Supervisor:** King Xiong

<table>
<thead>
<tr>
<th>Job Title: Summer Bridge Peer Mentor</th>
<th>Hours to be Worked: 20-30 hours per week (June – July)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Level: Level II (Peer Mentor)</td>
<td>Hourly Pay Rate: $13.50 (Peer Mentor)</td>
</tr>
</tbody>
</table>

**Job Summary (purpose of nature of work):**
EOP Summer Bridge Peer Mentors help create impactful relationships and foster a supportive environment for incoming new first-year Cal Maritime EOP students during the annual Summer Bridge program. The main objective of the Summer Bridge Peer Mentor role is to provide support and shape a community-oriented atmosphere for first-year students as they adjust to Cal Maritime during their EOP Summer Bridge experience. Responsibilities include participating fully in EOP Summer Bridge, leading activities, providing individual and group advising, making referrals to campus resources appropriately, collaborating with EOP staff to support student needs, and abiding by campus policies while living in the residence halls.

Summer Bridge Peer Mentors will live in the residence halls during the duration of the Summer Bridge program (July, dates – TBD). Meals will also be provided to Summer Bridge Peer Mentors during the duration of the program.

*Priority is given to EOP students in good academic standing.*

**Job Duties:**
- Participate fully in the EOP Summer Bridge program (July, dates - TBD). This includes meals, workshop sessions, field trips, activities, etc.
- Participate in mandatory staff trainings leading up to EOP Summer Bridge (dates – TBD). Trainings include but are not limited to, preparation for Summer Bridge programming with EOP staff, residence hall living policies with Residence Hall staff members, etc.
- Support EOP staff in the planning for Summer Bridge. This includes prepping all materials and supplies, as well as brainstorming activities and ideas.
- Live in the residence halls and foster a welcoming environment to support new EOP students during the Summer Bridge program. Peer Mentors will be expected to move in one day prior to the 1st day of Summer Bridge and will move out on the last day of the program.
- Serve as a general resource to answer students’ questions and support student experiences, concerns, struggles, and successes.
- Refer students to next level support services and campus resources when appropriate.
- Take charge and lead group activities as part of Summer Bridge.
- Participate in activities during Summer Bridge.
- Actively engage with EOP students during Summer Bridge.
- Engage and communicate with EOP and Residence Hall staff regarding EOP student behavior, challenges, etc.
- Consistently meet with EOP staff to debrief throughout the duration of Summer Bridge.
- Lead by example. Summer Bridge Peer Mentors are expected to abide by similar expectations for EOP students (i.e. limited cellphone usage during the day, participate fully in Summer Bridge activities, etc.).
- Communicate effectively and punctually with EOP staff.
STUDENT ASSISTANT JOB DESCRIPTION

Required (or Preferred) Skills, Knowledge, and Abilities:

- Current EOP students in good standing will be given priority
- A minimum of 2.5 campus GPA, minimum of 2.0 Fall 2019 term GPA, AND a minimum of 2.0 Spring 2020 term GPA. **Candidates who earn less than a 2.0 Spring 2020 term GPA after grades are posted may become ineligible for the position even after being selected.**
- Desire to help other students facing systemic barriers to success at Cal Maritime
- Knowledge, skills, and ability to assist students from educationally disadvantaged and low-income backgrounds
- Knowledge, skills, and ability to support students’ development of college success skills and strategies
- Skills and ability to use tact, patience, and courtesy in interpersonal relations, exercise good judgement, and communicate effectively both orally and in writing
- Ability to maintain a professional attitude and boundaries with a strong focus on guiding and supporting students
- Strong problem-solving and leadership skills
- Knowledge of campus resources and services
- Ability to work effectively with a diverse group of students on a one-to-one basis or in a group setting
- Ability to work effectively both independently and in a team environment
- Knowledge of, skills, and ability to handle interpersonal conflicts and apply effective conflict-resolution facilitation skills when necessary
- Strong facilitation skills in leading discussions or group sessions

Background Check: Satisfactory completion of a background check (including a criminal records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Mandated Reporter: 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 revised July 21, 2017 as a condition of employment.

Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.