

Department: Marine Transportation	Supervisor: Elizabeth McNie
Job Title: Academic Mentor	Hours to be Worked: Various
Pay Level: Level 1	Hourly Pay Rate: \$16

Job Summary (purpose of nature of work):

Provide academic peer-mentoring to first-year and transfer students in various study skills.

Job Duties:

- **Develop presentations, or pod casts, or other media related to effective study skills, test-taking skills, school-life balance, academic calendaring, and other topics**
- **Deliver presentations or short trainings in one-on-one or one-on-several settings. These may include during school hours and after hours.**
- **Practice program quality improvements along the way.**

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

- **Good GPA**
- **Excellent interpersonal and communication skills**
- **Strong academic study skills**
- **Willingness to learn and have fun**
- **Passion for helping your fellow student**

Background Check: Satisfactory completion of a background check (including a criminal records check) 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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.

Title IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

EEO Statement: 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.

Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.



STUDENT ASSISTANT JOB DESCRIPTION