### Job Description

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

<table>
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<tr>
<th><strong>Job Title:</strong> Peer Mentor, Lead Peer Mentor</th>
<th><strong>Hours to be Worked:</strong> 10-15 hours per week</th>
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<tr>
<td><strong>Pay Level:</strong> Level II (Peer Mentor), Level III (Lead Peer Mentor)</td>
<td><strong>Hourly Pay Rate:</strong> $15.50 (Peer Mentor), $16.00 (Lead Peer Mentor)</td>
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**Job Summary (purpose of nature of work):**

EOP Peer Mentors establish helpful and supportive peer relationships with first-year Cal Maritime EOP students. The main objective of the Peer Mentor role is to provide support for first-year students as they adjust to Cal Maritime academics and student life. Responsibilities include group and individual peer mentorship, meetings, planning time, and attending/supporting EOP events, among others.

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

**Job Duties:**

**Peer Mentor**
- Meet with their assigned students (or mentees) monthly during the academic year to offer advice, academic guidance, campus resources, and social support.
- Communicate with students individually, including introductory correspondence in the summer months. Serve as a general resource to answer questions, address concerns, and validate experiences of students.
- Ensure that students are aware of and have access to EOP resources.
- Refer students to next level support services when appropriate (CAPS, Health Center, Tutoring, Advising, etc.)
- Serve as a liaison to EOP professional staff in communicating student needs and suggestions.
- Meet regularly as a peer mentoring team to discuss best practices, share feedback, and plan activities.
- Serve as the lead on a minimum of one EOP event each semester by completing coordinating progress in a timely manner and working with EOP staff to execute the event.
- Participate in two to three EOP activities each semester, including workshops, social events, etc.
- Participate in a new mentor orientation/training
- Participate in critical EOP programming/events (Summer Bridge, All Hands Events, etc.)
- Maintain a minimum of 2.5 GPA during the 2022-2023 academic year.

**Lead Peer Mentor**
- All duties pertaining to a Peer Mentor
- Support with Peer Mentor training, direction, and oversight
- Provide insight and guidance to Peer Mentors
- Assist EOP staff with planning and coordination of EOP programming
- Participate and facilitate group sessions/workshops for EOP students in collaboration with EOP staff
**STUDENT ASSISTANT JOB DESCRIPTION**

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

**Peer Mentor**
- Current EOP students in good standing will be given priority
- A minimum of 2.5 campus GPA, minimum of 2.0 Fall 2021 term GPA, AND a minimum of 2.0 Spring 2022 term GPA. **Candidates who earn less than a 2.0 Spring 2022 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, skill, and ability to assist students from educationally disadvantaged and low-income backgrounds
- Knowledge, skill, 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

**Lead Peer Mentor**
- All skills, knowledge, and abilities pertaining to Peer Mentor role
- Depth of student experience at Cal Maritime, such as a Junior or Senior standing as of Fall 2022
- Ability to serve as role model in leadership to other student leaders
- Skills and ability to lead a team
- Knowledge of, skill, 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 record 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.

**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](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.

**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.