

## **Educational Opportunity Program - Transitional Programs Commuter Bridge (CB) – Summer Phase**

### **Job Announcements for: Academic Mentors and Office Assistants**

#### **PROGRAM DESCRIPTION:**

EOP Transitional Programs is seeking highly motivated and responsible individuals willing to commit to a challenging opportunity.

The EOP Transitional Programs at California State University, Northridge is intended to help students build on their academic skills and assist with their acclimation to the university environment. The design and implementation of this intensive transitional program incorporates university-wide coordination and cooperation. Bridge is designed to provide the students with a comprehensive introduction to the university, basic skills development in the areas of reading and writing, study techniques, a student support network, an increased pride in their ethnic identity and greater understanding of the diversity of their fellow students. This year the summer phase of the Commuter Bridge Program will be a Hybrid Model, 4 days on campus and one day virtual.

**PROGRAM DURATION:** June 21st – August 1st, 2024. Additional days and some weekends are required, this includes pre-program dates and opening weekend.

**TRAINING & STAFF DEVELOPMENT DURATION:** Training will occur the week of June 3rd – 7th, 2024 from 9:00 a.m. - 5:00 p.m.

**APPLICATION PROCEDURE:** Completed Application via Qualtrics: [EOP Transitional Programs - Bridge Mentor 2024 Application](#). Applicants must submit two references, included in either application or resume.

#### **APPLICATION DEADLINE:**

Completed Application, resume, and 2 references must be submitted by **5:00 pm, Friday March 29th, 2024** to the above Qualtrics link.

#### **PLEASE NOTE:**

1. Qualified applicants will be notified of the interview schedule.
2. Availability of positions is contingent upon funding and number of student participants.
3. This position requires the ability to be flexible and adapt to a variety of situations.
4. You will be required to stay opening weekend. Room and board will be provided. This will include direct supervision and responsibility of students.
5. This position requires you to work effectively with diverse, economically disadvantaged students.
6. Experience with online learning preferred.

**Academic Mentor:** Academic Mentors work under the direct supervision of EOP Transitional Programs. A strong background in Reading/Writing Skills and Ethnic Studies is highly desirable.

Academic Mentors are required to continue their employment with the class cohort in the Fall 2024 & Spring 2025 semesters. Academic mentors will receive priority registration and will be compensated.

**COMPENSATION:** \$3,350 includes training, and opening weekend. Position requires minimum 6 hours per day – some evening hours will be required. Additional pay will be allotted for New Hire Orientation – 20 hours.

**QUALIFICATIONS:**

- Applicants must be in a good academic standing.
- Demonstrate the ability to problem solve in a fair and equitable fashion
- Applicants must demonstrate the ability to communicate effectively, positively, and clearly
- Applicants must be sensitive to the social and educational conditions affecting a diverse student population
- Be able to create, establish, and maintain a trusting, productive relationship with students
- Ability to work independently and as part of a team
- Serve as a role model and demonstrate Respect, Responsibility, positive Attitude, and Maturity (RRAM)
- Completion of 60+ units of undergraduate work preferred
- Experience with EOP Summer Transitional Programs is preferred

**DUTIES (include but not limited to):**

- Serve as a mentor to assigned students by providing guidance, support and accurate information
- Consider all information regarding students as confidential and share information only with appropriate TP Staff
- The Academic Mentor is expected to provide assistance to the Bridge Program students on an individual and group basis as assigned, emphasizing the basic skills necessary to master the subject and complete the course requirements
- Provide follow-up on class assignments and students in consultation with program faculty
- Facilitate and conduct Study Sessions with skill and sensitivity at all times
- Assist faculty in facilitating, monitoring, and maintaining virtual online learning platforms (Online Zoom - Classes, Study Sessions, Critical Theory Film Viewings & Discussions, etc.
- Virtually support faculty by assisting in monitoring online student attendance and ensuring appropriate online student etiquette/demeanor.
- Develop success plans throughout the six weeks to assist students in achieving the necessary requirements as determined by faculty and Program
- Develop an effective and professional academic mentoring relationship with each student
- Encourage attendance of all extra-curriculum activities

**EOP TRANSITIONAL PROGRAMS**

- Maintain records of student's academic success and/or progress
- Be thoroughly familiar with the course's material including knowledge of the syllabus assignments, exam schedules, and competency in all materials covered in the courses
- Become proficient at and practice the skills presented in training activities
- Consult with appropriate Bridge Staff and faculty regarding any needs to ensure continued effectiveness
- Professional demeanor is required at all times
- Perform other duties as appropriate or assigned

**Office Assistant:** Office Assistant work under the direct supervision of EOP Transitional Programs and EOP Central Staff.

**COMPENSATION:** \$2,900 includes training, and opening weekend. Additional pay will be allotted for New Hire Orientation – 20 hours.

**QUALIFICATIONS:**

- Maximum of one year as a matriculated student at CSUN, undergraduates preferred
- Applicants must be in good academic standing (i.e., not on probation)
- Ability to work independently and as part of a team
- Applicants must demonstrate the ability to communicate effectively, positively, and clearly
- Serve as a role model and demonstrate Respect, Responsibility, positive Attitude, and Maturity (RRAM)
- Good understanding of EOP Summer Transitional Programs is preferred

**DUTIES (include but not limited to):**

- Consider all information regarding students as confidential and share information only with appropriate Bridge Staff
- Answering phone calls
- Running errands
- Typing documents
- Deliver supplies and/or equipment to appropriate locations
- Keeping track of equipment which includes pick up and return
- Photocopying
- Attend all evening films
- Accompany students to the health center if needed
- Collaborate with Academic Mentors regarding students' participation
- Assist in serving of meals and/or other snacks, etc. as needed
- Encouraged to attend all extra-curricular activities
- Perform other duties as assigned